

AGENDA

BOARD OF MAYOR AND ALDERMEN

December 19, 2006

**7:30 PM
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Jane Beaulieu of the Bel Esprit Art and Cultural weekend festivities scheduled for September 2007.

CONSENT AGENDA

4. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

Accept BMA Minutes

- A. Minutes of meetings held on August 1, 2006 (two meetings); August 7, 2006 and August 8, 2006.
(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)

Approve under supervision of the Department of Highways

- B. PSNH Pole Petition #11-132 located on Lincoln and Merrimack Streets;
PSNH Pole Petition #11-1133 located on Belmont Street;
PSNH Pole Petition #11-1134 located on Tessier Street;
PSNH Pole Petition #11-1135 located on Larchmont Road; and
PSNH Pole Petition #11-1136 located on Clay Street.

Informational – to be Received and Filed

- C. Communication from Robert MacKenzie, Director of Planning/Interim Director of Economic Development, providing an economic development update on activities as of December.
- D. Communication from Tim Clougherty, Chief Facilities Manager, providing information regarding the applicability of HB248 School Aid, with relation to the School Facility Improvement Project.
- E. Minutes of a meeting of the Mayor's Utility Coordinating Committee held on November 15, 2006.
- F. Minutes of a meeting of the MTA Commission held on October 31, 2006 and the October 2006 Financial and Ridership Reports.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

- G. Appropriating Resolution:

“Amending a ‘Resolution appropriating to the Manchester Airport Authority the sum of \$52,321,042 to \$57,321,042 from Special Airport Revenue Funds for the Fiscal Year 2007’.”

REPORTS OF COMMITTEES

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

- H. Advising that it has approved a request from Grace Sullivan, MCTV Director, that video origination points be connected at the Emergency Operations Center and Health Department and that the Verizon and Ash Street School locations be changed to Memorial and West High Schools.

The Committee further notes that additional costs would be funded by the municipal Comcast cable grant.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

COMMITTEE ON LANDS AND BUILDINGS

- I.** Recommending that a request of Verizon Wireless to exercise their lease option on the communication tower located at Derryfield Park through the year 2015 be granted and approved as enclosed herein and further that the Mayor be authorized to execute same for and on behalf of the City subject to the review and approval of the City Solicitor.
(Unanimous vote)

COMMITTEE ON PUBLIC SAFETY AND TRAFFIC

- J.** Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.
(Unanimous vote)

LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.

- 5.** Nominations to be presented by Mayor Guinta, if available.
- 6.** Confirmation of nominations to the Arts Commission as follows:
Jeanine Tousignant to succeed Richard Maynard, term to expire December 1, 2009; and
Elizabeth Cash Hitchcock to succeed Al. St. Cyr, term to expire December 1, 2007.

A motion is in order to confirm the nominations presented.

- 7.** Confirmation of nominations to the Water Works Commission as follows:
Dylan R. Cruess to succeed Donald Couturier, term to expire January 2010; and
William A. Beaton to succeed James W. Craig, term to expire January 2010.

A motion is in order to confirm the nominations presented.

8. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
9. Mayor Guinta calls the meeting back to order.

OTHER BUSINESS

10. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?
11. Updates requested by Alderman Roy as follows:
 - a) Crime Prevention measures including:
 - K-9 (specifically policy on drug dogs)
 - Manpower
 - Special Reserves
 - National Advertising
 - b) Net Team results/recommendations; and
 - c) status of vacancy savings
12. Communication from Leslee Stewart, Vice Chairman of the Board of School Committee, advising of the Board's voted to reinstate four SRO's in the middle schools and requesting the City provide 50% of the funding for the 2006-2007 school year.
Ladies and Gentlemen, what is your pleasure?
13. Communications from the City Solicitor and Interim Finance Officer relative to the Manchester Employees Contributory Retirement System.
Ladies and Gentlemen, what is your pleasure?
14. Communication from Robert MacKenzie, Director of Planning, requesting extensions of CIP projects as listed.
Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

15. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

16. Report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)

(Tabled 09/05/2006)

17. Communication from Randy Sherman, Interim Finance Officer, requesting that approximately \$50,000.00 be set aside in Contingency due to the severance payout to the former Finance Officer.

(Tabled 11/28/06 pending filling of permanent Finance Officer position and review of other fund sources by Mayor.)

18. NEW BUSINESS

- a) Communications
- b) Aldermen

19. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Board of Mayor and Aldermen

From: Carol A. Johnson
Deputy City Clerk

Date: December 1, 2006

Re: Minutes of meetings

Enclosed for your consideration are minutes of meetings being submitted for the December 19th agenda as follows:

August 1, 2006 (two meetings)
August 7, 2006
August 8, 2006

Enclosures

A

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

November 30, 2006

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License five poles, 41/54, 55, 55X, 55Y, and 56, located on Lincoln Street and three poles, 50/33Y, 33YS, and 33Z, located on Merrimack Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1132

Dated: November 16, 2006

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: Erin Normand
Erin Normand, Plant Records/Licensing

B

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

November 30, 2006

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one replacement pole, 27/20, located on Belmont Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1133
Dated: November 7, 2006

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Erin Normand, Plant Records/Licensing

B

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

November 30, 2006

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

PUBLIC SERVICE OF NEW HAMPSHIRE

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one replacement pole, 1154/3, located on Tessier Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1134

Dated: November 16, 2006

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: Erin Normand
Erin Normand, Plant Records/Licensing

B

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

November 30, 2006

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
VERIZON NEW ENGLAND, INC.**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License one replacement pole, 266/3, located on Larchmont Road in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

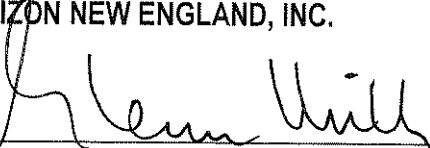
Plan No. 11-1135

Dated: September 29, 2006

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: 
Erin Normand, Plant Records/Licensing

VERIZON NEW ENGLAND, INC.

BY: 
Glenn Mills, Right of Way Department

B

CITY OF MANCHESTER, NH
PETITION FOR POLE LOCATION LICENSE

POLE LOCATION
FORM NO. 1

November 30, 2006

*To the Hon. Board of Mayor and Aldermen
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE
&
VERIZON NEW ENGLAND, INC.**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

License two new poles, 519/18YS and 18Z, located on Clay Street in the City of Manchester.

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1136

Dated: November 8, 2006

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: Erin Normand
Erin Normand, Plant Records/Licensing

VERIZON NEW ENGLAND, INC.

BY: Glenn Mills
Glenn Mills, Right of Way Department

B



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development


Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memorandum

To: Board of the Mayor and Aldermen

From: Robert S. MacKenzie 
Director of Planning
Interim Director of Economic Development

Date: December 10, 2006

Subject: Economic Development Update

Please find attached a quick update on economic development activities of the Department as of December. I am hoping to provide these updates every two months for your information.

I will be available at the meeting if you have any questions.


One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov

Economic Development Update

December, 2006

- ▶ **Northwest Business Park – Hackett Hill.** The Manchester Housing and Redevelopment Authority has submitted a subdivision plan for 14 lots at the northern end of the property. Planning staff is reviewing the information and the Planning Board will be holding a public hearing on November 13. Since the Board has determined the project one of "Regional Significance", the Planning staff will be meeting with the officials of Hooksett to review development issues. Prior to action on the subdivision, the Planning Board will have to approve the Master Plan, which has been approved by the Board of Mayor and Aldermen. Planning staff will be making the presentation on the Master Plan in conjunction with the MHRA. The first business in the park – JPSA (a laser technologies firm) – is well into renovations of the former French Hall. JPSA plans to expand the building to 100,000 square feet and employment to 80 to 100 positions within 5 years.
- ▶ **Economic Development Marketing.** Staff is finalizing selection of a designer/strategic marketer to aid in the development of MEDO's business recruitment marketing campaign. This process will lead to the development of a brand identity for the City's economic development efforts, including a logo. Collateral pieces (marketing brochures and related materials) will be updated, a tradeshow booth will be created (to promote Manchester at corporate real estate, developer and retail trade shows), and a direct mail/email business recruitment campaign will be initiated. In addition, staff will soon release an RFP for the hiring of a Web site developer to aid in the creation of a stand-alone economic development Web site for the City. This site will be key in attracting business, economic development and investment. These activities are in accord with the marketing grant provided by the New Hampshire Department of Resources and Economic Development to the City. Funding was also provided by the Manchester Development Corporation.
- ▶ **Wellington Hill.** Staff has been working with The Diocese of Manchester to assemble and market multiple residential parcels totaling approximately 30 acres (10+ acres owned by the City and 10+ owned by the Diocese). The location of this undeveloped site is west of the Fox Hollow Subdivision, North of Wellington Hill Road and East of Mammoth Road. The Lands and Buildings Committee received a preliminary review of the proposal and the staff will be submitting for various actions including: determination of surplus, marketing agreement with the Diocese, possible zoning changes and release and discharge petition for the paper streets. The project could net the City of Manchester \$1-2 million in revenue while generating new annual tax revenue and much-needed housing to support a growing economy.
- ▶ **Job Corps Center.** EDO and Planning staff have assisted the State in preparation of a proposal for a Job Corps Center in Manchester. It is currently under review at the Federal level and staff stand ready to assist in development of the project if NH is selected. The center would cost approximately \$30,000,000, supply training services to 300 young people and generate \$8,000,000 annually to the City's economy.
- ▶ **Jac Pac Site.** A Request for Proposals (RFP) has been issued by the staff to solicit development proposals and purchase offers for the 17-acre site on the Merrimack River adjacent to the Queen City Interchange with I-293. As reported in March 2006, the Downtown Development Strategy prepared by Hillier Architecture recommended that the City



"assemble land to be used for new industrial and office development" and "create a competitive process to identify a developer to develop and market the property."

The Manchester Housing and Redevelopment Authority (MHRA) holds title to the property for sole purposes of securing and maintaining the site until the City determines how to best market and dispose of it. A total budget of \$3,500,000 was allocated to the MHRA for acquisition, environmental analysis, maintenance & security, insurance and demolition. To date, \$3,267,931.34 has been expended. Funding allocated for demolition (\$100,000) has not been expended.

- ▶ **Ash Street School.** The Board of Mayor and Aldermen has determined that the property is surplus and entered into an agreement with Amoskeag Industries for marketing and sale of the property. Staff will assist Amoskeag as needed and assist a future owner in order to improve on the landmark character of the school.
- ▶ **Commuter Rail.** Staff is working with the Governor's Advisory Group on Rail to determine a feasible alternative for returning commuter service to Nashua and Manchester. Legislation will be submitted at the state level to deal with issues such as liability.
- ▶ **Parking Division.** The Parking Division has implemented the Pay & Display system of 93 meters replacing over 600 traditional individual meters. This represents a little over 20% of all the parking meters in the City. The Parking manager is beginning to look at other issues including the organizational structure of the Division, the future home of the Division, the future management of the Victory Garage and an action plan for development of new parking opportunities.
- ▶ **Gold Street Project.** The property owners of the former AG site on Gold Street are looking for a tenant to replace the Home Depot proposal. Planning and EDO staff stands ready to assist the implementation when this occurs.
- ▶ **UNH Expansion.** Staff is working with the Finance Department in the future expansion of UNHM along with potential mixed-use development and parking garage. An RFP will be issued when UNHM has progressed in their planning.
- ▶ **Rehabilitation Tax Incentives.** The Board of Mayor and Aldermen has recently adopted the provisions of RSA 79-E, which allows for communities to grant tax waivers for a certain amount of time for buildings that receive significant rehabilitation. The downtown currently qualifies but the staff is pursuing whether additional neighborhood centers can qualify for the program.
- ▶ **EDA Grant Projects.** Two programs in a Phase I Economic Development Administration program have been completed including:
 - **Capital Initiative** – The Manchester Capital Initiative project was completed by Dr. Jeffrey Sohl of the UNH Center for Venture Capital Research. This report calls for a clearinghouse for venture and angel investors in Manchester and the establishment of a Manchester-based angel investor group. Implementation of this project will occur this year as part of the Year 2 EDA Grant.



- Telecommunication Technology – DynDNS of Manchester has prepared an inventory of hard wire and wireless broadband service capability and needs in Manchester Business and Industrial areas. Recommendations regarding service capacity, cost and needs are anticipated.

Phase II projects will be completed in the next year including:

- Commuter Rail Facility Development & Financing - Analyze the feasibility of using innovative financing techniques (e.g. TIF Financing) to generate new incremental tax revenues capable of supporting debt service on commuter rail station development and rail bed/track improvements.
- Technology Incubator – This feasibility analysis would survey and evaluate research and development opportunities and identify the most promising areas of technology development and commercialization for a tech-based business incubator in Manchester. The analysis would include: research and visit best-in-class incubator facilities; identify facility tools, support systems, and equipment needs to create desired activity; and identify sponsors and funding mechanisms and plan its location.
- Advanced Technology Research Laboratory – A feasibility analysis for this will focus on identifying and matching strategic and urgent government research and defense needs with innovative private and university research capacity and capability in Manchester and Northern New England. The goal would be to create a research center that utilizes Manchester area firms to fulfill specialized government research needs.
- Manchester Capital Initiative – The Manchester Capital Initiative (MCI) is a program designed to facilitate the development of a reliable supply of risk capital for business start-ups and expanding companies from angel investors and venture capitalists.
- Performing Arts/Convention Center Feasibility Study – This analysis would examine a concert and performance venue capable of seating 1,500 to 2,000 people and a convention center capable of accommodating larger trade shows and conferences, which would further attract business meetings, support services, new visitors, local spending and increased tax revenues to the City of Manchester.

- **Other Activities.** Staff has been active in working with other prospective developers and businesses and has participate in trade shows and conventions. Staff is also creating a retention plan designed to increase communication with the City's current businesses to ensure those already doing business in Manchester have the resources and support they need to remain healthy and thriving in our community.

LeBlond-Kang, Paula

From: Clougherty, Tim
Sent: Monday, December 04, 2006 3:06 PM
To: Johnson, Carol; LeBlond-Kang, Paula
Cc: Sheppard, Kevin; Thomas, Frank

Paula and Carol:

Alderman Gatsas raised questions as to the applicability of a house bill (presumably) when reviewing the consent agenda for Joint Schools. Attached please find correspondence addressing said questions for inclusion in the next BMA agenda. Thank you.

Please let me know if you have any questions.

Sincerely,

Timothy J. Clougherty
Chief Facilities Manager

City of Manchester
Facilities Division
275 Clay St.
Manchester, NH 03103
(603) 624-6554 x17

12/6/2006

D



City of Manchester

Department of Highways

Facilities Division

275 Clay Street
Manchester, New Hampshire 03103-5613

(603) 624-6555 Administrative Office
(603) 624-6562 Fax

Frank C. Thomas
Public Works Director

Kevin A. Sheppard
Deputy Public Works Director

Timothy J. Clougherty
Chief Facilities Manager

MEMO

To: Honorable Board of Mayor and Aldermen
From: Tim Clougherty
Date: 12/04/06
Re: HB 248 School Aid

Dear Aldermen:

Attached please find correspondence from the State Department of Education regarding applicability of HB 248, with relation to the School Facility Improvement Project.

Thank you. I am available should you have further questions.

Sincerely,

Timothy J. Clougherty
Chief Facilities Manager

Cc: Frank C. Thomas, P.E.
Kevin A. Sheppard, P.E.

D

Clougherty, Tim

Subject: FW: HB 248 and Manchester Aid

From: Murdough, Edward [mailto:EMurdough@ed.state.nh.us]
Sent: Monday, December 04, 2006 12:00 PM
To: Clougherty, Tim
Subject: RE: HB 248 and Manchester Aid

Tim,

As we discussed, the city-wide school renovation project in Manchester was approved as "substantial renovations" under RSA 198:15-b,IV, and is therefore eligible for School Building Aid. The change order to add ventilation equipment is within the broad scope of the original project and is eligible for School Building Aid.

HB 248 simply established a separate category for energy efficiency and air quality projects which in the past have been approved as "substantial renovations". The main reason for doing this was to allow the energy projects to be eligible even if financed through a lease-purchase arrangement. HB 248 has no affect on the Manchester project one way or the other.

Ed Murdough

NH Dept. of Education

12/4/2006

D

MAYOR'S UTILITY COORDINATING COMMITTEE

November 15, 2006

Chairman's Synopsis: The Candia Road project will close down once the sewer is installed between Bridge St. Extension and Peabody Avenue. The Cohas Brook Phase 2 sewer will commence soon and proceed through the winter in an easement south of Proctor Road. Demolition of the existing northbound F.E. Everett Turnpike bridge over Granite Street will take place in December. The MHRA's conversion of the Brown School into elderly housing will continue all winter. The CSO projects on the west side will push the paving season, but will shut down around the Christmas holiday until Spring.

~ ~ ~ ~ ~

The meeting was called to order by Peter Capano at 10:05 AM.

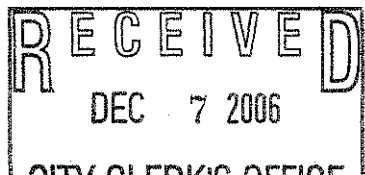
MANCHESTER HOUSING & REDEVELOPMENT

Ward

- #3 157 Chestnut St. – MHRA intends to relocate the offices of the Construction Division from 89 Pine St. to this property. Ferd Construction has applied for a building permit. Demolition work complete. Awaiting permit in order to begin new work.
- #12 French Hall – J.P. Sercel Assoc. (Lazer design/production firm) currently renovating the property. Occupancy is scheduled for November.
- #12 Northwest Business Park – Oest Engineering continues with the permitting process. Subdivision application has been accepted by the planning board for the December meeting.
- #11 Brown School – An addition will be made to the former school building so as to accommodate 34 units of Elderly Housing. The building permit has been approved. North Branch Construction has begun the work.
- #3 Jac-Pac – Continuing to look for interim use proposals. CMC continues to use the site for parking during construction of the parking garage on McGregor Street.

STATE PROJECTS

- #6 Candia Road [Bypass 28-I-93] – R.S. Audley is under contract with the N.H.-D.O.T. for this road reconstruction project. The east end of the job is paved. Will shut down for winter soon. Completion expected next year.



E

Ward#

#11 Granite St./F.E.

Everett Trnpr Imprv.

- The NHDOT "C" contract was awarded to Middlesex Corp. of Mass. at \$28,687,750 which includes the City's work on Granite Street between Main St. and the river plus turnpike work. The new southbound lane bridge on the Everett Turnpike is in service. Northbound traffic will be put on the new bridge so the old one can be demolished in December.

The City's Granite St. Bridge Contract was awarded to E.D. Swett, the low bidder at \$11.7 million. Steel is being placed for a couple of sections now. The remainder of the City's (Contract "E") Granite Street work (Commercial St. to Elm St.) will be bid in 2007.

#8 Airport Access Road

- The NH Department of Transportation's design is progressing. Building demolition is complete in Manchester. Construction is expected to begin in 2007. The project will be split into multiple contracts. HTA is designing relocation of Trolley Crossing Pump Station force main for EPD.

PLANNING/BUILDING

SUBDIVISIONS

#8 Bryant Road

- Approved for both condos (56) and single family housing (34). Construction well underway.

#12 Woodland Pond

- 77 lot subdivision for single-family homes approved with roads off Countryside Blvd. Work has begun on last phase.

#1 McLane Way

- Seven unit planned development is under construction.

#6 Grand View Estates

- 15 homes proposed on an extension of Lindstrom Lane is under construction.

#2 Sky Meadow Way

- 4 unit planned development approved off Currier Drive, work has begun.

#3 167/168 Silver St.

- Two six-unit condos approved by Planning Board. Building permit coming soon.

Ward

- #8 270 Stanton St. - 4 new lots approved by Planning Board. Utility work underway on one lot.

SITE PLANS

- #3 Chinburg - Multiple residential townhouses are under construction with two high-rise towers to follow just south of Fisher Cats Stadium. Some occupancy permits have been issued.
- #5 310 Wilson St. - Shopping center rehab. – 73,000 SF, new overall 171,000 S.F. Retail building "B" occupied. "Stop n' Shop" open. Gas pumps are open. Retail building "A" nearing completion.
- #2 166 LaGrange Ave. - Islamic Society Mosque foundation permit issued from Building Department.
- #12 25 Hackett Hill Road - The Gables project, 52 units. Two buildings are done, the last one is underway.
- #6 25 Lakeside Dr. - Dunkin' Donuts building nearing completion.
- #2 845 Mammoth Rd. - Three story, 10 unit building approved by Planning Board.
- #10 800 Second St. - ***The Planning Board is reviewing a proposal for a two story 4,748 S.F. auto sales and service facility with parking.***
- #6 Hobbs Way - Four houses to be built off Bridge Street Extension.
- #5 661 Bell St.
"Vista View" - Combination of 12 handicap access apartments & 26 townhouses. Construction has begun on townhouses.
- #9 915 S.Mammoth Rd. - Three self-storage units has Planning Board approval.
- #7 Maple/Silver Sts.
415 Silver - Mill proposal to convert to housing approved by Planning Board. (NH Neighborhood Housing) has building permits.
- #2 978 Mammoth Rd. - "Mammoth Oaks" 8-unit planned development approved, construction has begun.
- #11 CMC - Project consists of a new medical office building and a parking garage. Foundation for garage is complete. Walkway over McGregor St. to be built. Harvey Construction managing this project.
- #6 1070 Holt Ave. - Industrial building is almost complete.
- #12 The Neighborhood
@ Woodland Pond - 487 Units on 110 acres bordering Goffstown and Hooksett at Hackett Hill approved by Planning Board. Work is underway on extension of Countryside Blvd.

Ward

- #2 Currier Museum of Art - Expansion of building towards Orange St. and parking lot on the Prospect Street is well underway. Foundation work is complete, steel erection to begin soon.

- #6 1085/1095 Bodwell Rd. - Whitetail Crossing development, 5 bldgs. 26 units under construction.

- #6 **Karatzas/Renfrew Avenue** - **Three building lots with 200 housing units proposed. Under review by Planning Board.**

- #8 293 Abby Rd. - 32,000 S.F. office/warehouse building for Redlon & Johnson. Foundation is complete.

- #6 1207 Hanover St. - Rehabilitation of existing warehouse/retail to 19,500 S.F. with loading and parking. Approved by Planning Board.

- #9 161 So.Beech St. - Four story, 29 unit apartment proposed along with conversion of church to retail space. Approved by Planning Board.

- #5 1571 S.Willow St. - Jared Jewelers converting Exxon to retail approved by Planning Board. Construction underway.

- #3 #55 W.Brook St. - A 15,530 S.F. building for PSNH Call Center with parking. Work is well underway.

- #3 #386 Union St. - A 4,000 S.F. one story Laundromat at Lake Avenue has been approved.

- #8 #70 Keller St. - A 31,000 S.F. Team Nissan dealership. Work is underway.

- #7 #60 Beech St. - **Daycare proposed.**

Water Works Projects

Water Main Relays

- | | |
|----------------------------------------------|-----------------------------|
| A) Farmer Ln. – Candia Rd. northerly | 150 L.F. of 6" next year |
| B) Brown Ave. – Relay for Airport Access Rd. | 1,500 L.F. of 12" next year |

PARKS & RECREATION PROJECTS

P&R PROJECTS - FY'07

**#10 Piscataquog
Trailway,
Phase III**

- This will involve continuation of the trail from S. Main St. to the West Side Ice Arena, continuing from where Phase II ends continuing west. This phase will be designed by VHB and awaits execution of the municipal agreement in October. We are working with the landowner and currently negotiating for an easement through the property. We have come to a verbal, non-formal agreement with Tires Inc. for an easement through their property. We hope to have the agreement drafted and made legal shortly. Final design underway – bids due March '07.

**#10 Piscataquog
River, East**

- A new multi-purpose athletic field is to be constructed at the end of Douglas Street. The multi-use field will be a combination of football and lacrosse athletic fields. There is a need for this athletic complex to provide a new home for the Pop Warner team on the west side and additional space for PAL lacrosse.

**#10 Piscataquog
River Park**

- Bidding documents have been created and bids are currently being accepted for the repair of the Piscataquog River Park. This will restore the fields and trail to their pre-flooding condition.

**#11 Gossler/
Parkside**

- Currently seeking professional design services to update and improve the site containing these two school facilities for possible construction in FY '08.

#9 Calef Road

- Located off of Garfield Street behind the Fire Station on Calef Road. Create a passive park area in place of the tennis courts that will be removed and a playground adjacent to Garfield St. with some parking to better suit the needs of the neighborhood and deter illegal activities. Kaestle Boos Associates is in the design phase and construction is anticipated for late fall or early spring.

**#2 Weston
Observatory**

- Weston Tower Observatory restoration needed to save the tower from further deterioration that will inevitably end up destroying the landmark if not corrected. Major improvements will include restoration of the roof, repointing of the stone, restoration of the stairs and other improvements to include some brush clearing around the Tower. Architectural Services Contract to be signed with Kurt Lauer.

**#11 West Jr.
Deb Field**

- Currently, no nighttime field lighting exists; it has been requested to provide these utilities to allow for night games. \$75,000 has been donated to the league for the field lighting and a steel archway over the entrance to the fields.

Ward

#8 Crystal Lake - The Crystal Lake Master Plan will assist the City to preserve Crystal Lake Park and the surrounding area in a manner consistent with the City's Master Plan and desired outcome of the people in the surrounding communities. We had our first Community meeting where the public had the opportunity to submit their comments. We will be having another Community meeting for additional comments and suggestions.

Implementation of phase one (funded in FY '07) of this master plan to be implemented subsequent to completion of master plan.

#3 Bakersville School - Moriece & Gary updated their original plan. Bidding process was completed with Perma-Drive as the lowest bidder. Work is nearing completion.

#2 Hillside School - DuBois & King to update their original design for improvements/expansion to existing athletic fields located to the west of the school. A presentation will be given on Oct. 23rd 2006 at the next Building and Sites Committee meeting.

Valley Cemetery Rehabilitation - Continued work on the restoration of Valley Cemetery including the Pine Street Gate, Chapel, fence and update/replace miscellaneous utilities as the "Friends of Valley Cemetery" allow.

#12 Black Brook Dam - The Department is seeking funds in the amount of \$40,000 to begin the process of removal as voted on by the Board of Mayor and Aldermen. Dubois & King to assist us in the engineering, permitting and monitoring of the process. Forty percent (40%) of the anticipated costs will be in-kind services and the balance will come from a State Section 319 Grant from the N.H. Department of Environmental Services. They are working very closely and assisting us with this process. The Watershed Restoration Grant has been completed and has been submitted to the N.H. D.E.S.

HIGHWAY DEPARTMENT PROJECTS

Construction Projects

6 Candia Rd. Dry Sewer - Sewer construction is ongoing.

#5 Spruce St. - Lincoln to Wilson – Base pavement is down, foundations for lights are in, retaining walls complete by subcontractor.

Ward#

- #3 Chestnut /Hanover Streets - Sidewalks from Hanover St. to Manchester St. and Chestnut to Pine.

Reconstruction Projects

- | | | |
|-----------------|--------------------------------|----------|
| #3/4 Union St. | - Hanover to Bridge Street | 2007 |
| #5 Spruce St. | - Wilson to Massabesic Street | 2007 |
| #5 Central St. | - Lincoln to Wilson Street | 2007 |
| #4/5 Laurel St. | - Lincoln to Wilson Street | 2007 |
| #5 Cedar St. | - Wilson to Belmont Street | 2007 |
| #5 Belmont St. | - Massabesic to Belmont Street | 2007 |
| #9 Murphy St. | - Columbia Dr. to Devco Drive | Underway |

- #5/7 Jewett St. - Young to Massabesic – Sewer replacement, Spring 2007.

Environmental Protection Division

I. COHAS BROOK INTERCEPTOR PROJECT – PHASE II

- A. *Contract 1:* Sewer installation is ongoing on Holt Ave. This \$4.56 million project about 80% completed. Pipeline installation should be completed by the end of 2006. Residents are connecting to the lower portions of the recently completed pipeline.
- B. *Contract 2:* RD Edmunds was low bidder with a bid of \$2.88 million. Work is expected to begin in early 2007. Proctor Road will be the only major road impacted.
- C. *Contract 3:* Survey of the new Candia Road Pump Station and extension of sewer service through Massabesic Traffic Circle has started.
- D. Preparation of sewer master plan for the Cohas Brook laterals is ongoing.

II. COMBINED SEWER OVERFLOW PROJECTS

- A) W. Bridge/Bremer/Lorraine Sts. Separation – Work is ongoing on two fronts on Dexter and Youville for this \$6.10 million project. This project is about 72% complete.
- B) Poor/Schiller St. Separation – Work is ongoing on two fronts on Patterson, Newgate, Oneida and Harriman on this \$5.76 million project. This project is about 15% complete.
- C) Crescent Road Separation – 90% design drawings were completed for this final Phase 1 construction contract. A utility coordination meeting is scheduled for December. The bidding for this contract is scheduled for January 2007.
- D) Nutts Pond SEPP Project – Site clearing, slope stabilization and gabion construction ongoing on this contract.

III. SEWER PROJECTS

- A> Sewer work for Candia Road is ongoing from Bridge Street extension east to top of hill. After this section is completed, contractor will shut down for the winter.
- B> Sewer repairs were completed on Cheney Place (between Elm and Brown Ave.).

Ward#

MANCHESTER AIRPORT

- | | |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| #8 Runway 6 | - Runway 6 reconstruction complete. Runway has reopened. |
| #8 Aerohex Hangars | - New hangars in the northeast area of the airport. Site work has begun by North Branch Construction, Inc. Project completion anticipated for Feb. '07. |
| #8 Runway 24 Safety Area Extn. across S. Willow St. | - Design work has begun for multiple project associated with the extension of the Runway 24 Safety Area. Construction is slated for 2007. |
| #8 De-Icer Fluid Management | - Project is underway through a design/build contract to Weston Solutions, Inc. along with Continental Paving. Construction completion is anticipated for the end of '06. |
| #8 Sand/Salt Storage Facility | - Kinsman Corp., Inc. of Hooksett, NH has completed project. |
| #8 Sand Equipment Bid | - Next to Airfield Maintenance on Kelley Ave. Project awarded to Kinsman Corp. Project is ongoing. |
| #8 Summit Packaging #16 Ammon Rd. | - Work has been awarded to All-Ways Wrecking. Work has begun. Asbestos abatement work ongoing. |
| #8 Meggit Avionics #10 Ammon Rd. | - Work has been awarded to All-Ways Wrecking. Work has begun. Asbestos abatement work ongoing. |
| #8 FAA Existing ATCT #8 Ammon Rd. | - The tower is removed down to the main buildings' roof line. Lavallee/Bresinger are the designers. Martini-Northern of Portsmouth, NH are the construction managers. Work has begun with completion scheduled for Jan. '07. |

Ward #

KEYSPAN ENERGY DELIVERY

State of NH-D.O.T.

a) Candia Rd. – I93 to Proctor Road

2,050 L.F. of 8"

PSNH

- #11 CMC - Line crews in McGregor, Putnam, Foundry streets for another three weeks, mostly on Foundry Street.
- #12 Countryside Blvd. - The Neighborhood @ Woodland Pond, underground power soon.
- #5/7/8 Elliot Hospital Fiber - Communications upgrade requiring approximately 200 new poles on Huse Rd., Mammoth Rd. and So. Willow.
- #3 Litchfield Ln. - *Vault work underway.*

MANCHESTER TRAFFIC DEPARTMENT

- #8 Goffs Falls Rd./ Beatrice St. - Signals to be installed. NESS to begin next week.
- #7/8 S. Jewett St. - *Replace school zone flashers w/poles and mast arms.*

VERIZON

- #11 CMC - Installing new conduit on McGregor Street from Citizen's Bank to Foundry St. 150' underway.
- #9 Keller St. - Removing two poles for Team Nissan.

NEXT MEETING: The next MUCC meeting has been scheduled for Wednesday, December 20th 2006 at 10: 00 AM in the **Conference Room, second floor, at the Manchester Water Works.**

Attended Contact List

x	Ms. Janet Kelliher	PSNH	882-5894	X5230
x	Mr. Karl Franck	Building Dept.	624-6475	
x	Mr. Jay Davini	Manchester Highway Dept.	624-6444	
	Mr. Guy Chabot	Manchester Water Works	624-6494	
x	Mr. Chris Blue	Fire Department	669-2256	
x	Mr. Mike Venti	Airport Authority	624-6539	X318
	Mr. Jody Rivard	Manchester Fire Dept.	669-2256	
	Mr. Chuck Deprima	Parks & Recreation Dept.	624-6565	X315
	Mr. Terry Harlacher	Planning Department	624-6450	
x	Ms. Betty Hackett	Verizon	645-2713	
	Mr. Paul Shea	Keyspan	231-4970	
x	Mr. Mike Jolin	MHRA	624-2111	
	Mr. Tim Dent	Comcast	679-5695	X1013
x	Mr. Jim Mason	Traffic Department	624-6580	
x	Mr. Alan Poulos	Keyspan	231-6415	
x	Mr. Wayne Wallace	Verizon	645-2701	
	Mr. John Williams	Fire Department	669-2256	
	Mr. John O'Rourke	Parks/Recreation/Cemetery	624-6565	
x	Mr. Fred McNeill	EPD	628-6200	
x	Mr. Dennis Ancil	Manchester Highway Dept.	624-6444	

NOTE: NEW projects for the month will be *italicized/bold* printed.

E

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
JOSEPH J. DESELLE, VICE CHAIR
PETER ESCALERA
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

November 29, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, November 28, 2006. Enclosed are the approved Minutes of the October 31, 2006 Commission Meeting. Also enclosed are the October 2006 Financial Report and Ridership Report.

The next scheduled Commission Meeting will be Wednesday, January 3, 2007 at 5:00 PM.

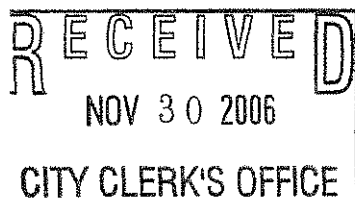
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith
Executive Director

DS:cr

Enclosures



MANCHESTER TRANSIT AUTHORITY

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TELEPHONE (603) 623-8801
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR
JOSEPH J. DESELLE, VICE CHAIR
PETER ESCALERA
MAUREEN A. NAGLE
CAROL WILLIAMS

DAVID SMITH
EXECUTIVE DIRECTOR

Manchester Transit Authority

October 31, 2006 Commission Meeting

MEMBERS PRESENT:

Chairman John H. Trisciani
Vice Chairman Joseph J. Deselle
Commissioner Peter Escalera
Commissioner Maureen A. Nagle

MEMBER ABSENT:

Commissioner Carol Williams

PERSONNEL PRESENT:

David Smith, Executive Director
William J. Cantwell, Supt. of Administration
John Huber, Operations Planning Manager
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. TRISCIANI suspended the order of business to allow Senior Services Officer Jeff Bolduc from the Manchester Police Department an opportunity to address the Board regarding their Fifth Annual Senior Citizens Christmas Light Tour. Officer Bolduc explained this event would be held on December 14th from 5:00 to 9:00 PM. The after-tour party will be held at the Brady Sullivan Building on Elm Street. Buses will be picking up senior citizens in the CMC and Elliot Senior Health Center parking lots. SMITH talked about the problem buses encountered last year entering the CMC lot from Main Street. Foundry Street must be open. Officer Bolduc said a police officer or volunteer would be assigned to each bus and in charge of where the buses will travel. All buses will be headed to different locations and will meet on Elm Street for a bus procession. Last year Easter Seals

F

participated and sent buses to isolated seniors, then joined in the bus procession. NAGLE made a motion to provide buses for the Fifth Annual Senior Citizens Christmas Light Tour. Seconded by DESELLE. All Commissioners present in favor. BENNETT reported last year we provided one transit and two school buses for each boarding location.

Officer Bolduc expressed his gratitude for the MTA's involvement. He also expressed his appreciation on behalf of the Manchester Police Department for the MTA's participation in the funeral of Officer Michael Briggs.

- c. **Approve Minutes of September 26, 2006 Commission Meeting.** NAGLE made a motion to approve the Minutes of the September 26, 2006 Commission Meeting. Seconded by ESCALERA. All Commissioners present in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for September 2006.** DESELLE made a motion to approve the Financial Report for September 2006. Seconded by NAGLE.
Transit Operation: CANTWELL reported revenue was \$280,657; \$6,798 (2.36%) less than budget. Farebox, ticket sales, and shuttle revenues were \$269 (.86%) more than budget. Farebox income averaged \$864 per service day. Variance for the month was sale of fuel to the City by \$4,648; they were charged \$2.21 per gallon compared to \$2.00 per gallon budgeted. Transit bus advertising was \$5,446 more than budget. Expenses were \$4,146 (1.31%) more than budget. The most significant variance was cost of fuel for both our vehicles and City vehicles.
School Operation: CANTWELL reported revenue was \$25,825 (13.72%) less than budget. School charters are ahead of budget by \$4,263. Expenses were



\$16,908 (7.15%) less than budget. Variances related to non driver labor burden as the Transportation Administration was down one dispatcher and Maintenance focused more on servicing transit buses.

SMITH explained expenses on transit were \$4,000 more than budget, but the cost of City fuel was \$6,000 more than budget, so transit expenses were less than budget overall. ESCALERA asked about the vacant dispatch position.

BENNETT reported she has done an internal posting with no employees responding.

The check register was reviewed. SMITH explained maintenance personnel received their \$200 yearly tool allowance.

The accounts receivable was reviewed. TRISCIANI asked the status of NH Employment Security. CANTWELL responded they were informed we would not sell any more tickets until their invoices were paid and someone called him.

We should receive a check within two weeks to bring their account up-to-date.

CANTWELL explained the cash position on the Accounts Receivable Aging Report reflects Manchester Highway Department and State of NH Bureau of Rails and Transit revenues. The Highway Department paid \$168,390 for the City's 20% share of three transit buses (0601, 0602, and 0603) and the State paid \$10,238 representing their 10% share for two EH vans.

All Commissioners present in favor of approving September 2006 Financial Report.

b. **Operations Reports for September 2006.**

Transit-School Report:

Transit: BENNETT reported she and HUBER met with members of the Senior Health Community and Easter Seals who applied for a grant to promote senior citizens getting out of their homes. She explained this is to focus on the William B. Cashin Senior Center and getting the seniors to that facility. Since the Senior Center moved to the west side two years ago their attendance has declined. Their major complaint is transportation and the difficulty for them to get to the west side. The Easter Seals grant is providing transportation for seniors going to planned activities. STS is providing the initial transportation and within the next few months the MTA will be getting involved with travel training and exposing them to public transit and instructing them how to use the system. BENNETT reported during the month Radio Engineering Industries (REI) provided training for the on-board cameras that were equipped on the new transit buses.

School: BENNETT reported September 6th was the first day of public school and we had a successful startup. Seventy-one drivers returned and five trainees were licensed during the month, for a total of seventy-six active school bus drivers by the end of the month. Staff continues to meet with the Athletic Director on a weekly basis to go over the charter work.

Transit Statistics Ridership Report: HUBER reported transit ridership in August was up 1.05% from the same month last year and September ridership increased 5%, with one fewer weekday. HUBER said he is now able to obtain the necessary reports for revenue miles from the paratransit software (Trapeze). TRISCIANI asked about the twelve complaints. HUBER said some are for late buses and three were driver complaints. BENNETT said those complaints are both school and transit related.

Maintenance Report: BEAUREGARD reported the statistics report reflects that transit inspections were low. After reviewing the records, the last few days of the previous month two inspections were done and four were done the first four days of September. E&H inspections are close and school inspections numbers are off. He explained State inspections were done during the summer so they are ahead of schedule. There was one school road call during the month. They incurred twelve hours in overtime to cover a Saturday. During the month they did City vehicle repair orders. SMITH reported six buses were sold at the State auction for \$6,000. One of our new 2006 vans was involved in an accident with an uninsured motorist and is in need of extensive repairs. We haven't received the estimate from the insurance adjustor, but the bus is not totaled. TRISCIANI commended Mr. Thomas Marcotte in the Maintenance Department for the excellent body work he does on the buses.

NEW BUSINESS

3. a. **FY 2007-2010 Transportation Improvement Program.** SMITH reported the 2007-2010 Transportation Improvement Program (TIP) has been published. He explained in the past the TIP was a 3 year program; the most recent being 2005-2007. He said everyone who receives federal transportation funds must have their projects included in the State Transportation Improvement Program (STIP). Our first input into their 10 year program (FY 2007-2017) was in January 2005. This goes through a process at the NH Department of Transportation (NHDOT), then the Governor & Council, then was voted upon in August 2006 by Legislature and made official. Once the STIP is adopted, the first four years of that program are submitted to regional planning commissions for adoption as their 4-year TIP. In

order for us to get the correct amount of money from our 2007 grants for the projects we wanted to undertake, we had to amend the final year of the 2005-2007 TIP. The new 2007 STIP does not match that amendment submitted last summer. We are currently working with the State and SNHPC to recognize the amendment we made for 2007 so we don't have to go through the process of requesting another formal amendment. This could delay our grants unless we can get it resolved. At this time we cannot file a fiscal year 2007 operating grant because the FTA has not published their yearly "Certifications and Assurances."

TRISCIANI said the Airport would be starting shuttle service into Massachusetts soon. SMITH responded shuttle service would begin on November 13th. They hired Central Parking (their shuttle operator) to do this work. SMITH said they are going to the Transportation Center in Woburn and MBTA station in Charlestown. They will be running from the Airport every 2 hours, 24 hours a day.

- b. **Purchase Four (4) School Buses and Video Camera Systems.** SMITH recommended Board approval for the purchase of four school buses and a minimum of twenty camera systems. The School Board is holding a public hearing on September 13th to consider a video policy. The reason for the public hearing is because of recent change in State law. SMITH explained the four new buses would be equipped with cameras. He is expecting the cost per bus will be about \$70,000, \$10,000 more than the 2006 buses purchased in 2005 because of the stringent EPA requirements on 2007 engines. TRISCIANI realizes cameras cannot be purchased for the entire fleet of school buses and asked if they were going to keep the current camera system in place. He doesn't want the drivers to

be in a position where he or she is assigned a bus and then that bus is gone because they needed a camera. BENNETT explained we are currently doing that practice and the drivers understand the need to use the vehicles with cameras. TRISCIANI recommended orientating bus drivers at a safety meeting and prepare them that their bus may be needed because of the camera. BENNETT said we have two new school buses with fixed cameras and there hasn't been a lot of swapping or reassigning of these two vehicles. SMITH said junior high schools are the most problematic and those are the buses we want cameras on. SMITH explained CANTWELL's schedule titled "Calculation of School Bus Replacement Fund." The new buses are going to cost about \$280,000 and we are expecting to spend another \$50,000 to \$60,000 for cameras. Seon Design has been one of the vendors we have been working with, but there other vendors. DESELLE made a motion to solicit proposals for four buses and proposals for a minimum of twenty cameras. Seconded by NAGLE. All Commissioners present in favor.

- c. **Award JGI Eastern, Inc. to Perform Groundwater Monitoring.** SMITH requested approval for a contract extension with JGI Eastern, Inc. He explained they are our environmental consultant and test the wells they drilled at the direction of the State of NH Department of Environmental Services (NHDES). We entered into a contract with JGI after the excavation of the fuel tanks because of the concerns of underground fuel contamination. That project has ended, but they found a Volatile Organic Compound (VOC) residue not connected to fuel tank excavation. There is a slight amount in the ground water and the State has required we drill wells at outlying locations and are now directing that we drill

wells at the property line by the end of November. JGI does our reporting to the NHDES on our behalf. NAGLE made a motion to extend the contract to JGI for \$14,430. Seconded by DESELLE. All Commissioners present in favor.

- d. **Report on Special Operations of Officer Briggs' Funeral.** SMITH said the MTA was involved in the transportation for Officer Briggs funeral. He explained all of Elm Street from Queen City to the north end was closed for an extensive period on Saturday for the funeral procession. The only bridge open was Queen City. As the procession went on they were able to move the barriers quickly for buses to resume use of Elm Street by about 11:00 AM. The fixed route service was rescheduled so drivers did not do their rotation in the morning, but stayed on one route. The east side buses went to JFK and the west side buses went to West High School for transfers and a shuttle bus went between those two areas over the Queen City Bridge. By 1:00 PM the drivers were able to get back on their regular schedules. We used a total of twelve school buses and shuttled officers and their wives from JFK, the Federal Building parking lot, from the starting point down to the stadium, and then from the stadium back to all those points afterwards, and the cemetery. SMITH called the Federal Transit Administration (FTA) before doing this work and asked for a waiver from the charter requirements. He was told that we needed to try to work with private operators to the extent possible and if it were an emergency and we had to do something to report our activity to FTA. In the end we only had to use a transit bus on Friday night to shuttle the Aldermen to the funeral home. We were able to get Vermont Transit to donate a coach that went to the cemetery. We spent less than \$2,000; of that about \$1,450 in wages. We provided ribbons for the transit buses and had ribbons made up for the school



buses participating. Operations went very smoothly. Board Members commended all those involved with the planning of transportation for the funeral of Officer Michael Briggs.

OLD BUSINESS

4. a. **Status – Comprehensive Operations Analysis (COA).** SMITH explained he has assembled a team and are meeting daily on the recommendations for the COA. They are reviewing the recommendations route by route; looking at feasibility of operating the route and doing the running times. Their first order of business is to develop final route recommendations and add accurate times so we have operable schedules and then put those schedules together in a way that makes sense to interline the routes. They are finding areas of the consultants' report that can't be operated and are making a significant number of modifications to other recommendations. They are also looking at the detail ridership, trying to determine whom we are going to impact, and looking for ways to minimize those impacts. They have gotten good running times on three or four routes and by next month will have some specific recommendations for changes from the consultants' report. Street Supervisor William Rogers and Training Coordinator Louise Gaudreau are doing the running times daily with Rachel Kelley from SNHPC assisting. He and HUBER are sitting in on those daily meetings. ESCALERA asked if they were going by the consultants' recommendation of eliminating the Page-Elliot Saturday route. SMITH said that route would not be eliminated.
- b. **Status – FY 2006 CIP.** SMITH said last month he reported on the 2006 CIP problem with receiving 10% local share from the Motorized Equipment

Replacement (MER) account for 3 buses and 2 vans administered by the Highway Department. He explained, although we were programmed for \$83,000 for the 3 buses and \$10,000 for the vans, the Highway Department had no record of that. The problem has since been resolved, according to CANTWELL.

NON PUBLIC SESSION

5. a. **Non Public Session Per RSA 91-A:3, II. (c).** At 6:45 PM NAGLE made a motion to go into non public session per RSA 91-A:3, II. (c). Seconded by DESELLE. All Commissioners present in favor. At 7:30 PM, on a motion by NAGLE, seconded by ESCALERA, with all Commissioners present in favor, non public session adjourned. TRISCIANI announced no motions were made during this session.

OTHER BUSINESS

6. a. **StepSaver Service for After-Hours City Business.** SMITH said at the October 3rd Board of Mayor and Aldermen (BMA) public session, Access Manchester Chairman Eric Sawyer suggested there should be paratransit service for the disabled citizens to attend public meetings held after normal service hours. The Planning Department scheduled a meeting for the City Master Plan the evening prior and disabled citizens in wheelchairs were taken to that meeting by Granite State Independent Living. Mr. Sawyer suggested StepSaver be operated at night when there is a request for service to attend a public meeting. SMITH talked to STS and Granite State Independent Living personnel and they indicated they do that service on request, but they have to find grant funds and can only carry people that are eligible under those grants. It would be the same for the MTA; the client would have to be pre-certified for StepSaver. He put out a request on the

First Transit internet and got responses from a number of systems that said they try to remain flexible for public meetings, not all public meetings, but meetings for transit issues or issues affecting the disabled community. Part of the problem we would have operating evening service for meetings that are after-hours, would be similar to the same kind of problems we had operating the Verizon. Late meetings would prevent the driver from getting the federal eight hours rest and be unavailable to work the next days' schedule. SMITH said we would have to specify service hours. ESCALERA commented if we provide that type of service, the building they would be going to would have to have disability access. SMITH said Aldermen listened to Mr. Sawyer's presentation and received and filed the report. SMITH said we could plan to offer transportation for meetings like the City's Master Plan meeting where 100-150 people attended or BMA meetings where they deal with disabled issues, and limit transportation to city meetings only. ESCALERA said the MTA should further consider cost, procedures, and the Commission should leave on the table. All Commissioners present agreed.

- b. **Meeting Locations.** The topic of holding MTA Board meetings at an outside location was discussed. NAGLE suggested Memorial High School; plenty of parking and handicap accessible. TRISCIANI said poor ventilation. BENNETT responded we would have to pay for the room. ESCALERA suggested meeting in the PAL Center on Lake and Beech Streets.

- c. **Date for Next Meeting.** Tuesday, November 28, 2006.

With no further business to come before the Board, NAGLE made a motion to adjourn the meeting at 7:35 PM. Seconded by ESCALERA. All Commissioners in favor.



Transit

October 2006

Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	\$20,901.31	\$16,568.00	\$80,300.54	\$70,414.00	\$9,886.54
Adult Fares	2,862.00	2,300.00	8,799.00	9,200.00	(401.00)
Adult Monthly Fares	3,527.00	2,300.00	10,145.00	9,200.00	945.00
Senior Citizens Fares	1,015.00	1,000.00	3,720.00	4,000.00	(280.00)
Senior Citizen Monthly Fare	1,662.50	1,250.00	4,600.50	5,000.00	(399.50)
Disabled Rider Fare	1,831.50	1,750.00	6,683.23	7,000.00	(316.77)
Student Fares	845.00	100.00	3,445.00	400.00	3,045.00
Total Farebox and Tickets	32,644.31	25,268.00	117,693.27	105,214.00	12,479.27
Shuttle and Excursions					
Shopping Shuttle	1,320.00	1,260.00	5,220.00	5,040.00	180.00
Excursion Revenue			3,120.00	2,880.00	240.00
Total Shuttle and Excursions	1,320.00	1,260.00	8,340.00	7,920.00	420.00
Other Revenue					
Sale of Fuel to City Departments	27,950.05	25,625.00	135,588.18	102,500.00	33,088.18
Sale of Maintenance Service to City	4,987.26	2,000.00	9,487.63	8,000.00	1,487.63
Advertising Revenue-Bus	4,624.75	5,500.00	27,273.40	22,000.00	5,273.40
Rental of Inncity Terminal		800.00		3,200.00	(3,200.00)
Sale of Vehicles and Equipment	6,364.00		6,364.00		6,364.00
Sale of Scrap Materials	93.32		545.38		545.38
Insurance Repair Reimbursement	11,541.47		11,541.47		11,541.47
Interest Income	601.88	750.00	2,379.87	3,000.00	(620.13)
Photo Picture ID Revenue	18.00	25.00	100.00	100.00	
Other Non-Transp. Revenue		25.00		116.00	(116.00)
Total Other Revenue	56,180.73	34,725.00	193,279.93	138,916.00	54,363.93
Total Operational Income	90,145.04	61,253.00	319,313.20	252,050.00	67,263.20
Operating Assistance					
City of Manchester	91,666.67	93,263.17	366,666.68	373,052.68	(6,386.00)
Town of Bedford	3,400.00	3,400.00	13,600.00	13,600.00	
State of New Hampshire			29,260.00	29,260.00	
Federal Operating Subsidy	111,540.00	124,916.67	487,012.00	499,666.68	(12,654.68)
Total Operating Assistance	206,606.67	221,579.84	896,538.68	915,579.36	(19,040.68)
Total Revenue	296,751.71	282,832.84	1,215,851.88	1,167,629.36	48,222.52
Expenses					
Labor					
Transit Operator Wages	56,321.30	56,649.00	238,389.88	228,577.00	9,812.88
Transit Operator Overtime Wages	6,655.74	8,342.00	25,860.61	33,641.00	(7,780.39)
StepSaver Operator Wages	13,751.40	11,550.00	40,480.95	46,459.00	(5,978.05)
StepSaver Operator Overtime Wages	2,450.89	2,086.00	5,203.16	8,411.00	(3,207.84)
Mechanic Wages	13,768.63	12,453.00	49,965.94	50,405.00	(439.06)
Mechanic Overtime Wages	34.43		2,203.76		2,203.76
Transp. Admin Wages	8,941.93	9,284.00	38,483.46	37,578.00	905.46
Transp. Admin Overtime Wages	1,688.97	175.00	4,526.28	700.00	3,826.28
Maint. Admin Wages	3,763.49	3,590.00	14,041.25	14,529.00	(487.75)
General Admin Wages	6,770.12	6,084.00	25,164.28	24,625.00	539.28
Gen. Admin Overtime Wages		83.00	473.72	332.00	141.72

Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Total Labor	\$114,146.90	\$110,296.00	\$444,793.29	\$445,257.00	(\$463.71)
Fringe Benefits					
Health Insurance Expense	45,485.08	52,626.00	194,080.27	214,404.00	(20,323.73)
Dental Insurance Expense	994.52	1,247.00	5,434.11	4,988.00	446.11
Life Insurance Expense	653.54	672.00	2,591.98	2,688.00	(96.02)
Pension Expense	5,250.00	6,370.00	23,400.00	25,480.00	(2,080.00)
FICA Expense	11,153.18	10,450.00	42,466.86	42,581.00	(114.14)
Worker's Compensation	4,914.00	4,573.00	19,654.56	18,586.00	1,068.56
Transit Operator Vacation Wages	3,934.93	3,180.00	17,014.89	27,160.00	(10,145.11)
Transit Operator Holiday Wages	4,117.27	3,770.00	12,323.15	13,195.00	(871.85)
Transit Operator Sick Wages	1,523.88	2,828.00	6,108.04	11,312.00	(5,203.96)
Mechanic Vacation Wages	1,668.00	1,341.00	6,899.58	5,364.00	1,535.58
Mechanic Holiday Wages	1,549.36	1,176.00	3,745.00	4,704.00	(959.00)
Mechanic Sick Wages	144.56	90.00	2,279.05	360.00	1,919.05
Transp. Admin Vacation Wages	1,106.14	1,188.00	4,482.47	4,752.00	(269.53)
Transp. Admin Holiday Wages	421.72	835.00	3,004.76	3,340.00	(335.24)
Transp. Admin Sick Wages		251.00	2,377.07	1,004.00	1,373.07
Maint. Admin Vacation Wages	1,227.70	756.00	2,740.57	3,024.00	(283.43)
Maint. Admin Holiday Wages	487.68	302.00	1,715.76	1,208.00	507.76
Maint. Admin Sick Wages		91.00	623.36	364.00	259.36
Gen Admin. Vacation Wages	834.41	708.00	3,147.10	2,832.00	315.10
Gen. Admin Holiday Wages	262.00	466.00	2,259.02	1,864.00	395.02
Gen. Admin Sick Wages		140.00	165.52	560.00	(394.48)
Transit Uniform Allowance	881.53	779.00	2,810.98	3,116.00	(305.02)
Maintenance Uniform Allowance	425.32	504.00	1,822.75	3,342.00	(1,519.25)
Tool Allowance		117.00	817.48	468.00	349.48
License Reimbursement	160.00	42.00	310.00	238.00	72.00
Burden Adjustment	(12,652.30)	(15,347.00)	(45,857.70)	(60,308.00)	14,450.30
Total Fringe Benefits	74,542.52	79,155.00	316,416.63	336,626.00	(20,209.37)
Services					
Management Consultant	11,284.90	12,375.00	48,253.16	49,500.00	(1,246.84)
Commissioner Expense	2.50	83.00	414.11	332.00	82.11
Auditing Expense		1,800.00	4,140.00	5,400.00	(1,260.00)
Legal Expense	319.88	667.00	1,196.67	2,668.00	(1,471.33)
Service Bureau	120.84	450.00	1,292.09	1,800.00	(507.91)
Security Service	89.37	83.00	702.45	332.00	370.45
Outside Advertising	95.99	417.00	6,235.24	1,668.00	4,567.24
Driver and Criminal Record			430.00		430.00
Drug & Alcohol Testing	455.00	333.00	2,380.00	1,332.00	1,048.00
Pre-Employment Medical	70.00	83.00	210.00	332.00	(122.00)
Janitorial Service and Supplies	504.53	658.00	2,696.09	2,632.00	64.09
Bank Service Charges	618.61	625.00	2,597.98	2,500.00	97.98
Total Services	13,561.62	17,574.00	70,547.79	68,496.00	2,051.79
Materials and Supplies					
Fuel Operations	17,783.30	18,915.00	87,414.89	76,071.00	11,343.89
Sale of Fuel to City Departments	27,703.78	25,000.00	135,529.44	100,000.00	35,529.44
Maintenance Parts	6,838.91	10,087.00	43,301.94	40,523.00	2,778.94
Purchase Discounts	(73.91)	(250.00)	(846.34)	(1,000.00)	153.66
Tires Expense	398.52	1,317.00	1,511.78	5,300.00	(3,788.22)
Oil and Grease	295.21	309.00	1,064.27	1,240.00	(175.73)
Maintenance Supplies	336.86	786.00	3,007.78	3,144.00	(136.22)
Body Shop Supplies	(4,146.12)	443.00	(1,658.35)	1,772.00	(3,430.35)

Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Hazardous Materials		\$123.00	\$171.06	\$492.00	(\$320.94)
Outside Parts and Labor	50.00	42.00	200.00	168.00	32.00
Repairs-Inner City Terminal		250.00		1,000.00	(1,000.00)
Repairs-Building and Grounds	537.51	1,093.00	3,745.15	4,372.00	(626.85)
Repairs-Shop Equipment	8.83	197.00	319.46	788.00	(468.54)
Repairs-Radio Equipment		42.00		168.00	(168.00)
Repairs-Office Equipment	541.02	275.00	1,821.66	1,100.00	721.66
Office Supplies	1,909.93	917.00	2,970.45	3,668.00	(697.55)
Transit Schedules and Tickets	50.00	1,000.00	150.00	4,000.00	(3,850.00)
Total Materials and Supplies	52,233.84	60,546.00	278,703.19	242,806.00	35,897.19
Utilities					
Electricity	1,569.55	1,995.00	6,331.04	6,990.00	(658.96)
Natural Gas	96.32	100.00	218.97	250.00	(31.03)
Telephone	859.96	665.00	2,890.34	2,660.00	230.34
Water	181.85	152.00	633.79	608.00	25.79
Total Utilities	2,707.68	2,912.00	10,074.14	10,508.00	(433.86)
Insurance					
Public Liability Insurance	10,881.00	10,881.00	43,525.00	43,524.00	1.00
Other Liability	1,095.00	1,095.00	4,376.74	4,375.00	1.74
Total Insurance	11,976.00	11,976.00	47,901.74	47,899.00	2.74
Other Expenses					
Dues and Memberships	150.00	83.00	254.95	332.00	(77.05)
Tolls and Parking			125.00		125.00
Training and Meetings	14.37	292.00	2,001.40	1,168.00	833.40
Grievance Expense		38.00		152.00	(152.00)
Depreciation	36,000.00	36,000.00	144,000.00	144,000.00	
Total Other Expenses	36,164.37	36,413.00	146,381.35	145,652.00	729.35
Total Expenses	305,332.93	318,872.00	1,314,818.13	1,297,244.00	17,574.13
Net Income (Loss)	(8,581.22)	(36,039.16)	(98,966.25)	(129,614.64)	30,648.39



School

October 2006

Manchester Transit Authority
Income Statement School
For the Four Months Ending October 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Contract	\$158,037.72	\$163,096.00	\$602,651.82	\$652,384.00	(\$49,732.18)
Manchester Skill Center	11,251.95	14,297.00	44,319.90	23,034.00	21,285.90
Special Needs	10,587.00	12,704.00	42,348.00	46,582.00	(4,234.00)
Student Tickets		3,600.00	(131.25)	7,200.00	(7,331.25)
Total Student Transportation	179,876.67	193,697.00	689,188.47	729,200.00	(40,011.53)
School Charter					
Student Athletics	16,891.90	18,000.00	37,935.61	39,000.00	(1,064.39)
Student Fieldtrips	10,437.55	14,000.00	25,156.35	25,000.00	156.35
Total School Charters	27,329.45	32,000.00	63,091.96	64,000.00	(908.04)
Other Revenue					
Sale of Vehicles and Equipment	1,250.00		1,250.00		1,250.00
Interest Income	166.68	100.00	982.12	400.00	582.12
Other Non-Transp. Revenue	1,461.50		2,017.00		2,017.00
Total Other Revenue	2,878.18	100.00	4,249.12	400.00	3,849.12
Total Operational Income	210,084.30	225,797.00	756,529.55	793,600.00	(37,070.45)
Expenses					
Labor					
School Operator Wages	89,395.00	116,250.00	206,374.12	234,122.00	(27,747.88)
School Operator Overtime Wages	8,065.91	3,364.00	13,562.79	7,141.00	6,421.79
Transit Operator Wages	14.45	845.00	14.45	1,542.00	(1,527.55)
Transit Operator Overtime Wages	31.34		90.49		90.49
Mechanic Wages	8,344.66	8,654.00	29,083.41	35,028.00	(5,944.59)
Transp. Admin Wages	8,603.25	8,942.00	27,259.12	36,195.00	(8,935.88)
Transp. Admin Overtime Wages	783.75	407.00	1,443.20	1,628.00	(184.80)
Maint. Admin Wages	3,091.75	3,071.00	11,797.02	12,430.00	(632.98)
General Admin Wages	4,146.68	4,634.00	14,820.91	18,756.00	(3,935.09)
Gen. Admin Overtime Wages		53.00	105.30	212.00	(106.70)
Payroll Transaction			(360.37)		(360.37)
Total Labor	122,476.79	146,220.00	304,190.44	347,054.00	(42,863.56)
Fringe Benefits					
Health Insurance Expense	(283.84)		658.05		658.05
Dental Insurance Expense	(389.72)		690.62		690.62
FICA Expense	9,823.29	10,589.00	20,054.43	23,989.00	(3,934.57)
Worker's Compensation	3,558.00	4,722.00	14,233.44	9,518.00	4,715.44
School Operator Holiday Wages			75.30		75.30
School Uniform Allowance		342.00	(5.00)	1,368.00	(1,373.00)
Tool Allowance			381.50		381.50
License Reimbursement	80.00	167.00	400.00	668.00	(268.00)
Burden Adjustment	12,652.30	15,348.00	45,857.70	60,312.00	(14,454.30)
Total Fringe Benefits	25,440.03	31,168.00	82,346.04	95,855.00	(13,508.96)
Services					
Management Consultant	11,284.90	12,375.00	48,273.17	49,500.00	(1,226.83)
Commissioner Expense	2.50	83.00	414.12	332.00	82.12
Auditing Expense			2,760.00	5,400.00	(2,640.00)

Manchester Transit Authority
Income Statement School
For the Four Months Ending October 31, 2006

	Current	Budget	YTD	YTD Budget	YTD Net Change
Legal Expense	\$479.82	\$667.00	\$479.82	\$2,668.00	(\$2,188.18)
Service Bureau	3,760.45	675.00	5,043.81	2,700.00	2,343.81
Security Service	134.06	125.00	844.30	500.00	344.30
Outside Advertising	52.36	1,250.00	3,151.53	5,000.00	(1,848.47)
Driver and Criminal Record	78.00		1,342.00		1,342.00
Drug & Alcohol Testing	2,390.00	917.00	4,175.00	3,668.00	507.00
Pre-Employment Medical	210.00	583.00	1,440.00	2,332.00	(892.00)
Janitorial Service and Supplies	504.53	658.00	1,787.08	2,632.00	(844.92)
Bank Service Charges	90.50	42.00	362.00	168.00	194.00
Total Services	18,987.12	17,375.00	70,072.83	74,900.00	(4,827.17)
Materials and Supplies					
Fuel Operations	19,054.90	22,030.00	45,040.93	46,069.00	(1,028.07)
Maintenance Parts	4,512.04	6,854.00	12,405.57	14,333.00	(1,927.43)
Tires Expense	205.00	1,926.00	3,837.36	4,028.00	(190.64)
Oil and Grease	530.34	384.00	992.83	803.00	189.83
Maintenance Supplies	260.05	547.00	2,662.03	2,188.00	474.03
Body Shop Supplies	278.74	308.00	1,616.46	1,232.00	384.46
Hazardous Materials		85.00		340.00	(340.00)
Outside Parts and Labor		42.00		168.00	(168.00)
Repairs-Building and Grounds	414.45	824.00	1,096.68	3,296.00	(2,199.32)
Repairs-Shop Equipment	7.53	137.00	221.56	548.00	(326.44)
Repairs-Radio Equipment		42.00		168.00	(168.00)
Repairs-Office Equipment	35.86	225.00	585.13	900.00	(314.87)
Office Supplies	1,293.51	750.00	2,175.79	3,000.00	(824.21)
School Schedules and Tickets		333.00		1,332.00	(1,332.00)
Total Materials and Supplies	26,592.42	34,487.00	70,634.34	78,405.00	(7,770.66)
Utilities					
Electricity	1,284.18	1,505.00	5,181.02	5,820.00	(638.98)
Natural Gas		100.00	103.34	400.00	(296.66)
Telephone	114.83	502.00	978.81	2,008.00	(1,029.19)
Water	148.80	115.00	518.56	460.00	58.56
Total Utilities	1,547.81	2,222.00	6,781.73	8,688.00	(1,906.27)
Insurance					
Public Liability Insurance	14,500.00	14,499.00	57,987.00	57,996.00	(9.00)
Other Liability	1,518.00	917.00	4,265.42	3,668.00	597.42
Total Insurance	16,018.00	15,416.00	62,252.42	61,664.00	588.42
Other Expenses					
Dues and Memberships	90.00	167.00	90.00	668.00	(578.00)
Tolls and Parking	9.00		32.50		32.50
Training and Meetings		375.00	1,378.28	1,500.00	(121.72)
Grievance Expense		38.00		152.00	(152.00)
Depreciation	21,000.00	21,000.00	84,000.00	84,000.00	
Total Other Expenses	21,099.00	21,580.00	85,500.78	86,320.00	(819.22)
Total Expenses	232,161.17	268,468.00	681,778.58	752,886.00	(71,107.42)
Net Income (Loss)	(22,076.87)	(42,671.00)	74,750.97	40,714.00	34,036.97

Commissioners Memorandum

To: Commissioners
From: John Huber, Operations Planning Manager
Date: November 22, 2006
Re: Transit Ridership Report – October 2006



		<u>October</u>			<u>FYTD</u>		
<u>Routes</u>		2005	2006		FY 2006	FY 2007	
	Weekdays	21	22				
	Saturdays	5	4	% Change			% Change
Airport- Route #1		774	1,199	54.91%	3,230	4,040	25.08%
Lake-Hanover St. Route #2		2914	3,668	25.88%	10,588	13,228	24.93%
Goffsfalls Route #3		1541	1,493	-3.11%	6,080	5,582	-8.19%
Page-Elliot Route #4		1819	2,066	13.58%	7,612	8,224	8.04%
Pinard-Bremer Route #5		1077	1,400	29.99%	4,447	5,106	14.82%
Gossler-St. Anselm Route #6		2455	3,142	27.98%	9,428	10,618	12.62%
VA Hospital Route #7		2390	2,416	1.09%	10,351	9,877	-4.58%
So. Willow Route #8		3538	4,355	23.09%	15,748	15,525	-1.42%
DW Highway-River Rd. Route #9		2436	2,404	-1.31%	10,053	9,496	-5.54%
Valley-Weston Rd. Route #10		3355	3,890	15.95%	15,387	14,266	-7.29%
Front St. Route #11		2014	2,209	9.68%	7,811	7,821	0.13%
So. Beech Route #12		3048	3,910	28.28%	12,903	14,660	13.62%
Bedford Mall Route #13		4256	4,674	9.82%	18,420	17,313	-6.01%
UPass Riders - NHCTC			593		0	1,263	
Vista Shuttle		512	335	-34.57%	1,937	1,092	-43.62%
Hannaford Shuttle		828	621	-25.00%	2,835	2,130	-24.87%
Stop & Shop Shuttle			120			678	
Weekday Fixed Route Totals		33,286	38,495	15.65%	137,296	140,919	2.64%
Saturday Fixed Route Totals		3,992	3,119	-21.87%	13,987	16,405	17.29%
MTA Specials & Excursions		0	0		199	77	
Fixed Route Weekday Average		1,585	1,750	10.39%	1,615	1,779	10.11%
Total Transit Passengers Served		37,278	41,614	11.63%	151,482	157,324	3.86%
Total StepSaver Passengers Served		810	1,061	30.99%	2451	3,425	39.74%

The attached graph shows system-wide ridership trends.


 John Huber
 Operations Planning Manager

City of Manchester New Hampshire

In the year Two Thousand and Six

A RESOLUTION

"Amending a Resolution 'appropriating to the Manchester Airport Authority the sum of \$52,321,042 to \$57,321,042 from Special Airport Revenue Funds for Fiscal Year 2007'."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Fifty-Two Million, Three Hundred Twenty-One Thousand, Forty-Two Dollars (\$52,321,042) from Special Airport Revenue funds shall be hereby appropriated to the Manchester Airport Authority for Fiscal Year 2007 as follows:

Salaries and Wages.....	4,937,297
Line Item Expenses.....	18,461,100
Capital Outlay.....	4,464,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits & Insurance.....	1,708,645
Debt - Principal and Interest.....	27,300,000
Debt - Bond Financing.....	250,000
Audit.....	50,000

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency.....	150,000
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TOTAL.....	57,321,042
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Resolved, that this resolution shall take effect upon its passage.



Kevin A. Dillon, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-3395
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

30 November 2006

Honorable Board of Mayor
& Aldermen
City of Manchester
City Hall Plaza
Manchester, NH 03101

RE: Increased Appropriation

Dear Honorable Board:

I am requesting that the FY 2007 Department of Aviation appropriation be increased by \$5,000,000. This money will be used to pay down a segment of the Series 2002C bonds. The source of this money is an FAA reimbursement. This FAA reimbursement was not received in the expected year of its original appropriation (FY2006), but has now been provided to the Airport.

This money is part of the original 2001 FAA Letter of Intent (LOI) commitment to fund the now-completed extension and rehabilitation of Runway 17/35. This Federal commitment was for a series of annual payments totaling 75% of the cost of construction of this project. The payment recently received leaves just one more payment, which is anticipated and budgeted/appropriated for this fiscal year.

All of these recent LOI payments have been used to pay down the Series 2002C bonds, which saves considerably on our annual interest costs. I would appreciate your approval of this request.

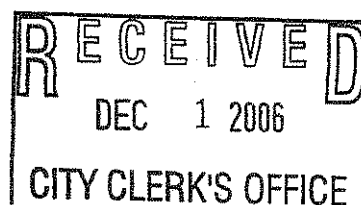
Sincerely,

A handwritten signature in black ink that reads 'Kevin A. Dillon'.

Kevin A. Dillon, A.A.E.
Airport Director

KAD/das

c: Mike Farren, MHT



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems, respectfully advises, after due and careful consideration, that it has approved a request from Grace Sullivan, MCTV Director, that video origination points be connected at the Emergency Operations Center and Health Department and that the Verizon and Ash Street School locations be changed to Memorial and West High Schools.

The Committee further notes that additional costs would be funded by the municipal Comcast cable grant.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

Respectfully submitted,

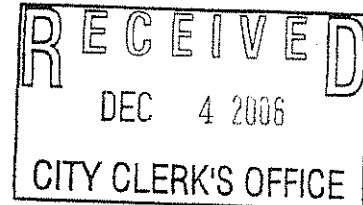

Clerk of Committee




Manchester Community Television

530 S. Porter St., Manchester, NH 03103 • Phone: (603) 628-6099 • Fax: (603) 665-6827
E-mail: manchestertv@comcast.net • World Wide Web: <http://www.manchesteraccess.com>

To: Office of the City Clerk
From: Grace L. Sullivan, MCTV Director
Re: Request to Committee on Administration/Infosystems
Date: 12/5/06



Manchester Community Television is requesting live video origination points be connected at the EOC at the Manchester Fire Department and at the Manchester City Health Department. This would enable MCTV to cablecast live at both facilities. Live origination from the EOC and the Health Department would allow for direct communications to Manchester citizens during emergencies. Live origination at both facilities would allow for public health and safety-training programs for municipal employees and citizens be cablecast live. The cost for the connections is \$19,168.30. Attached, please find a detailed cost estimate. The Municipal Comcast Cable Grant would fund the connections.

The Board of School Committee at the July 2006 voted to recommend that Verizon and Ash Street School (former School Administration) live Comcast cable origination points (as per 2003 Municipal Cable Contract Cable Extension) be changed to Memorial and West High Schools. The cost for the site substitutions would be \$4,669.50; current franchise obligations (Verizon and School Administration) cost is \$28,818.50. The estimated cost for Memorial and West is \$33,488.00. The additional cost for the site substitutions would be \$4,669.50, which would be funded by the Municipal Comcast Cable Grant.

Manchester N H Fiber Override Project

Prepared By Dennis Dutra 603-682-3793

10/17/06

Qty	Model	Description	Location	cost	ext.
City Hall Electronics					
1	Burst VDS-3	Burst Electronics video switch	City Hall	246.95	246.95
1	Tally Option OptB	Burst Tally Relay option	City Hall	74	74.00
1	Burst RM3	Burst rack mount	City Hall	45	45.00
1	R165	Monroe audio switch 2x1 x4	City Hall	740	740.00
0	624B	Monroe detect switch 2 x1	City Hall		-
2	VAB700S-R-U-E	Radiant Fiber reciever	City Hall	1195	2,390.00
0	R159A	Monroe 3 input video detect switch	City Hall	750	-
1	PD-915R	Middleatlantic power strip	City Hall	75	75.00
2	TMA-101U	JVC 10" color monitor	City Hall	408	816.00
1		JVC Rack Mount	City Hall	179.85	179.85
2	EFP110-xxxM-SCSC	150' SC to SC fiber PLENUM	City Hall	150	300.00
Portable equipment					
2	SKB19-6U	SKB Case 6RU	Port case	185.9	371.80
2	V-R82DP-2C	Marshall dual 8.4" LCD Monitor 4RU		1756.7	3,513.40
2	806DM	Drake Demod		142.45	284.90
4	UNI-1	Middleatlantic panel		25	100.00
2	PD-915R	Middleatlantic power strip		75	150.00
2	ST-UMX3	Mic mixer / preamp		150	300.00
2	ST-SH1	headphone amp		145	290.00
remote locations, EOC and Fire					
2		Wall Plate single gang-custom	EOC / Fire	40	80.00
2		Wall Plate key switch	EOC / Fire	25	50.00
2	627A	Monroe A/V switch 2 x1	EOC / Fire	260	520.00
2	VAB700S-T-U-E	Radiant Fiber transmitter	EOC / Fire	1195.7	2,391.40
1	EFP110-030M-SCSC	100' SC to SC fiber PLENUM	EOC	95	95.00
1	EFN110-010M-SCSC	32' SC to SC fiber	EOC	50	50.00
3	EFN110-001M-SCSC	3' SC to SC fiber	EOC / Fire	35	105.00
1		Misc cables, connectors, rack hardware, bla	EOC / Fire / Ci	300	300.00
Equipment Total					13,468.30
Engineering, training and Labor					
2	Labor - day rate	Fiber run to city hall CR		600	1,200.00
1	Labor - day rate	Install and wire city hall equipment		600	600.00
1	Labor - day rate	wire portable box		600	600.00
0.5	Labor - day rate	fiber run to EOC from police closet		600	300.00
1	Labor - day rate	cable runs and box on wall in EOC		600	600.00
1	Labor - day rate	cable runs and box on wall in fire		600	600.00
1.5	Labor - day rate	fire cable runs from Fire alarm to Meeting room		600	900.00
1.5	Labor - day rate	Final testing and training,		600	900.00
		As built drawings and documentation			-
Labor Total					5,700.00
Total Parts and Labor					19,168.30



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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that a request of Verizon Wireless to exercise their lease option on the communication tower located at Derryfield Park through the year 2015 be granted and approved as enclosed herein and further that the Mayor be authorized to execute same for and on behalf of the City subject to the review and approval of the City Solicitor.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee





Joseph P. Kane
Chief of Department

City of Manchester Fire Department

100 Merrimack Street • Manchester, NH 03101-2208
(603) 669-2256 Business • (603) 669-7707 Fax
www.ci.manchester.nh.us

To: Board of Mayor and Aldermen

From: Jody M. Rivard
Superintendent of Communications
Manchester Fire Department 

Subject: Communications Tower Lease/Amendment

Date: November 16, 2006

Verizon Wireless contacted this office to exercise their lease option on our Communications tower located at Derryfield Park. This lease option would extend their lease to the year 2015. Verizon Wireless also requested to amend this lease agreement to add an additional 6' microwave dish to the tower and pay an additional \$600.00 per month for the added dish. An engineering firm was hired to do a structural analysis on the tower to confirm it could safely support an additional dish, and reported the tower structurally safe for such a modification. In addition, an independent firm was contacted for a comparison of Communication tower rental fees. The representative from this company stated that the average market rate for a 6' microwave dish is approximately \$350.00 per month. City Solicitor Tom Clark has been kept up to date on the structural analysis, fee comparison and proposal by Verizon Wireless. Mr. Clark has no objection to Verizon Wireless exercising their lease option or the amendment to this lease agreement. The Fire Department requests that the Board of Mayor and Aldermen approve the lease amendment.

RECEIVED
MANCHESTER CITY CLERK

NOV 16 P2:26


Fire/Ambulance Emergency 9-1-1

**THIRD AMENDMENT
TO OPTION AND LEASE AGREEMENT**

THIS THIRD AMENDMENT TO OPTION AND LEASE AGREEMENT ("Third Amendment") is made as of this ____ day of _____, 2006, by and between The City of Manchester, a municipality, through the Manchester Water Works, having offices at 908 Elm Street, Manchester, New Hampshire 03101 (the "Lessor") and CELLCO Partnership d/b/a Verizon Wireless, a Delaware general partnership, with a principal place of business at One Verizon Way, Basking Ridge, New Jersey 07920 (the "Tenant").

WHEREAS, Lessor and Tenant entered into an Option and Lease Agreement dated August 28, 1995 (the "Lease") with respect to Tenant leasing a 60' x 60' parcel of land on which is located a telecommunications tower owned by Lessor (the "Tower"), together with a right of way for ingress and egress, seven days a week, twenty-four hours a day, on foot or motor vehicle, including trucks, and an easement for the installation and maintenance of utility wires, cables, conduits and pipes over, under or along a right of way extending from the nearest public/utility right of way to the demised premises, all located in Derryfield Park on certain real estate in Manchester, County of Hillsborough, State of New Hampshire (hereinafter referred to as the "Property");

WHEREAS, Section 4 of the Lease provides tenant with the option to extend the Lease for three (3) five (5) year renewal terms, which if all exercised would extend the term of the Lease through August 28, 2015;

WHEREAS, the last sentence of Section 7c. of the Lease provided Tenant with the right to install up to four (4) six (6) foot diameter microwave dishes on the Tower, with precise locations and sizes to be determined;

WHEREAS, in May 1999, with the permission of Lessor, Tenant placed two (2) eight (8) foot diameter microwave dishes on the Tower one (1) at the 80' level and one (1) at the 120' level;

WHEREAS, Lessor and Tenant executed an Amendment to Option and Lease Agreement dated April 3, 2001 (the "First Amendment") in order to delete the last sentence of Section 7c. and replace it with a sentence permitting Tenant to install up to four (4) microwave dishes, each up to eight (8) feet in diameter;

WHEREAS, following execution of the First Amendment, Tenant deployed the Additional Equipment (as defined in the First Amendment), so that, Tenant had a total of four (4) eight (8) foot diameter microwave dishes on the Tower, one at the 80' level, two at the 100' level, and one at the 120' level;

WHEREAS, Lessor and Tenant executed an Amendment to Option and

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Lease Agreement dated February ___, 2003 (the "Second Amendment") in order to delete the last sentence of Section 7c., as amended, and replace it with a sentence permitting tenant to install up to five (5) microwave dishes up to eight (8) feet in diameter;

WHEREAS, following the execution of the Second Amendment, Tenant deployed the Additional Equipment (as defined in the Second Amendment), so that, presently Tenant has a total of two eight (8) foot diameter dishes at the 100' level, and three six (6) foot diameter dishes, one at the 80' level, one at the 120' level, and one at the 30' level;

WHEREAS, Lessor and Tenant desire to amend the Lease to further allow Tenant to install one additional six (6) foot diameter dish at the 165' level (the "Third Amendment Equipment");

WHEREAS, upon installation of the Third Amendment Equipment, Tenant agrees to pay an additional \$600.00 in rent per month so the total monthly rent for the remainder of this term, ending on August 28, 2010, shall be \$1767.00; and

WHEREAS, the parties desire to effect these arrangements by way of this Third Amendment to the Lease.

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, Lessor and Tenant, each intending to be legally bound hereby, agree that the Lease shall be amended as follows:

1. SECTION 7c. The last sentence of Section 7c. of the Lease (including as amended by the First Amendment and Second Amendment) is hereby deleted and replaced with the following underlined text, so that, as amended, said sentence will read as follows:

"Tenant shall have the right to install up to six (6) microwave dishes, upon the tower, each dish may be up to eight (8) feet in diameter, with the precise locations and sizes to be determined by Tenant from time to time."

2. ADDITIONAL EQUIPMENT PLACEMENT. Tenant shall complete installation of the Third Amendment Equipment on the Tower within sixty (60) days of Tenant's receipt of a building permit from the City of Manchester; provided, however, that if Tenant is delayed or prevented from installation within said sixty-day period by reasons beyond its reasonable control, then, so long as Tenant is diligently pursuing the efforts necessary to complete installation, it shall be afforded additional time.

3. STRUCTURAL MODIFICATIONS. Before the installation of the Third Amendment Equipment on the Tower, Tenant shall undertake a structural

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analysis of the Tower to determine whether enhancements or improvements would be required to accommodate the additional equipment permitted by this Third Amendment. Tenant will comply with the structural changes, if any, recommended by the analysis.

4. SECTION 5. The third sentence of Section 5 of the Lease is hereby deleted and replaced with the following underlined text:

"Upon installation of the Third Amendment Equipment (as defined in the Third Amendment), Tenant agrees to pay an additional \$600.00 in rent per month so that the total monthly rental for the remainder of the second five (5) year extension term shall be \$1767.00 with the annual rental for the remainder of the second five (5) year term to be calculated on that basis. The annual rental for the third five (5) year extension term shall be TWENTY-FOUR THOUSAND FOUR HUNDRED EIGHTY AND 00/100 DOLLARS.

5. RATIFICATION. Except as amended by this Third Amendment, the Lease shall remain in full force and effect and is hereby ratified and reaffirmed.

6. COUNTERPARTS. This Amendment may be executed simultaneously in counterparts, each of which shall be deemed an original, and each such counterpart shall constitute one and the same instrument.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed on the dates indicated below, to be effective as of the day and year first written above.

LESSOR:

CITY OF MANCHESTER

Witness

By: _____
Name: _____
Title: _____
Date: _____, 2006

TENANT:

CELLCO PARTNERSHIP
d/b/a Verizon Wireless

Witness

By: _____
Name: _____
Title: _____
Date: _____, 2006

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LeBlond-Kang, Paula

From: Rivard, Jody
Sent: Monday, November 20, 2006 3:22 PM
To: LeBlond-Kang, Paula
Subject: FW: VZW - Derryfield Park

Paula

Attached is the lease agreement regarding the communication tower. If you have any questions, do not hesitate to call.

Jody M. Rivard
624-6333

From: ALICIA.RINEER@MCLANE.com [mailto:ALICIA.RINEER@MCLANE.com]
Sent: Monday, November 20, 2006 3:06 PM
To: Rivard, Jody
Cc: TOM.HILDRETH@MCLANE.com
Subject: RE: VZW - Derryfield Park

Hi Jody,

As requested, attached please find the latest version of the Third Amendment to Option and Lease Agreement. Please do not hesitate to contact me should you need any additional information.

Thanks,
Alicia

Alicia Rineer, Esq.
McLane, Graf, Raulerson & Middleton, PA
900 Elm Street
P.O. Box 326
Manchester, NH 03105

Email: alicia.rineer@mclane.com
Direct Dial: (603) 628-1476

-----Original Message-----

From: Rivard, Jody [mailto:JRivard@manchesternh.gov]
Sent: Monday, November 20, 2006 2:38 PM
To: RINEER ALICIA
Subject: cell tower agreement/lease

Good Afternoon Alicia

I left a message this morning for you regarding the Verizon Wireless cell tower lease agreement. I did not receive the latest copy of the agreement with the section regarding lease extensions deleted. This contract has to be forwarded the letter of request for approval that I submitted last week. If you could email a copy, I will forward it to the Board of Mayor and Alderman for their meeting Tuesday evening.
Thank you,

Jody M. Rivard
Communications Division
Manchester Fire Department

11/20/2006



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

Section 70.36 Stopping, Standing, or Parking Prohibited

STOP SIGNS:

On School Street at Fourth Street, northeast corner

On Acorn Circle at Sylvan Lane, northwest corner

NO PARKING ANYTIME:

On Walnut Hill Avenue, south side, from No. Russell Street easterly to the dead end (Emergency Ordinance)

On Tarrytown Road, east side, from Hanover Street to a point 265 Feet north of Lake Avenue

ONE HOUR PARKING (8AM-5PM/MONDAY/SATURDAY):

On Cilley Road, north side, from a point 100 feet east of Porter Street to a point 105 feet easterly

TRAFFIC SIGNALS:

Goffs Falls Road at Beatrice Lawrence Drive (effective when operational)

CROSSWALKS:

On No. Commercial Street, north of the Myrna Parking Lot (Emergency Ordinance)

On So. Hall Street, south of Cilley Road (Emergency Ordinance)

On Beatrice Lawrence Drive, north of Goffs Falls Road (Emergency Ordinance)

On Cilley Road, west of Hall Street (Emergency Ordinance)


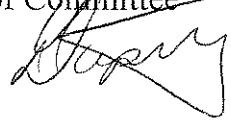
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REPEALING PROVISIONS

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee






City of Manchester

Nominated 12/05/2006

Office of the Mayor
Hon. Frank C. Guinta

December 5, 2006

The Honorable Board of Aldermen
One City Hall Plaza
Manchester, NH 03101

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1) Jeanine Tousignant to succeed Richard Maynard (term limit) as a member of the Arts Commission, term to expire December 1, 2009;
- (2) Elizabeth Cash Hitchcock to succeed Al St. Cyr (resignation) as a member of the Arts Commission, term to expire December 1, 2007;
- (3) Dylan R. Cruess to succeed Donald Couturier as a member of the Water Commission, term to expire January 2010;
- (4) William A. Beaton to succeed James W. Craig as a member of the Water Commission, term to expire January 2010.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor & Aldermen. Your consideration of these nominees is appreciated in advance.

I am also appointing Marion G. Russell to succeed Marie E. Donohoe as a commissioner of the Manchester Housing & Redevelopment Authority, term to expire December 31, 2011.

Sincerely,

Frank C. Guinta
Mayor

6-7

pointed
/05/2006

JEANINE TOUSIGNANT

471 Lowell Street, Manchester, NH 03104
Phone: (603) 624-1967 Cell: (603) 714-0049
Email: chrisandjeanine@verizon.net

PROFESSIONAL EXPERIENCE

Manchester Community Music School Director of Development	2005 – present
Women's Fund of New Hampshire, Concord, NH Director of Development	2002 – 2005
Concord Community Music School, Concord, NH Assistant Director of Development	2000 – 2002
Nardin Academy, Buffalo, NY Assistant Director of Development	1997 – 2002
Buffalo Museum of Science, Buffalo, NY Development Associate	1996 – 1997
Hartford Symphony Orchestra, Hartford, CT Development Associate	1995 – 1996

COMMUNITY VOLUNTEER

President (current), Board of Directors, CONFR (Continuing Education In Fund Raising)
Organizer, Weston Neighborhood Association, Manchester, NH
Volunteer (chair of several committees from 2000-present), YMCA Manchester
Member & Orientation Committee Member, Manchester Rotary
Nominating Committee, Manchester Young Professionals Network
Member, Manchester Young Professionals Network
Organizer, First Annual Elmwood Village Farmer's Market, Buffalo, NY

EDUCATION AND HONORS

HARTT School of Music, University of Hartford
Bachelor of Music in Music Management, Instrument: Clarinet, May, 1995

Leadership Manchester, Greater Manchester Chamber of Commerce, Class of 2007

Alpha Chi Honor Society, *University of Hartford*
Most Outstanding Manager Award, *Connecticut Youth Symphony*
Most Outstanding Music Management Student Award, *HARTT School of Music*

SPEAKING ENGAGEMENTS

Frequent speaker at area development and fundraising conferences
Featured expert in monthly on-line *Development and Fundraising Best Practices* forums

PROFESSIONAL AFFILIATIONS

CONFR (Continuing Education in Fund Raising)
AFP (Association of Fundraising Professionals)
National Guild of Community Schools of the Arts

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email: lizesc@lizesc.com
phone: +1 603 828 5868

Elizabeth Sarah Cash Hitchcock
71 Hudson Street
Manchester, NH 03103

Objective

Join the arts commission in order to help publicize and increase visibility of Manchester's art scene and increase the number of programming opportunities for local artists.

Background

Thespian:

- Over 600 hours of theater experience
- Support staff for small productions
- Time on stage as Monica Breedlove in "Bad Seed"

Instrumentalist:

- 17 years experience on clarinet and other woodwind instruments
- Proud member of the Wildcats Marching Band (at University of Arizona)
- Member of Kappa Kappa Psi, National Fraternity for College Band Members
- Play locally at church

Artist:

- Drawing classes at NHIA
- Amateur Photographer (inside, outside, portrait, action)
- Created one of a kind jewelry, which has been sold internationally

Work Experience

Hitchcock Creations. Manchester, NH

Owner- Spring 2003-Current

- Designed, implemented and maintain several websites for different businesses
- Redesigned DynDNS's Brand and Web Page
- Graphic Design for DynDNS's webpage and public facing material

Radvision. Bedford, NH

Web Applications Developer - GUI Development Team Fall 2006- Present

Worcester Polytechnic Institute. Worcester, MA

Web Applications Developer - Web Development Office Spring 2003- Spring 2004

Worcester Polytechnic Institute. Worcester, MA

Web Developer - Web Development Office Spring/Winter 2002

Database Systems Research Group, Worcester Polytechnic Institute. Worcester, MA

Undergraduate Group Leader of Database Research Project Winter/Spring 2002

Infinium Software. Hyannis, MA

Software Engineer- Research and Development Group Summer 2000

Education

Worcester Polytechnic Institute Worcester, MA

Class of 2002 Bachelor of Science: Computer Science

Major GPA: 3.2/4.0 Overall GPA: 3.2/4.0

Community Involvement

Board of Directors and Member- Amoskeag Rowing Club

Business Committee Member- Manchester Young Professionals Network

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Dylan R. Cruess
96 River Road; Unit 408
Manchester, NH 03104 (Ward 3)
603-540-4982
dcruess@hotmail.com

WORK EXPERIENCE:

TFMoran, Inc. – Chief Financial Officer (January 2005 – Present)

- Duties include analyzing month-end financial statements and utilization reports, budgeting for future expenditures, reviewing contracts, proposals, and insurance requirements, writing Promissory Notes, and management of four people.

Dylan Associates, LLC – Property Manager / Bookkeeper (July 2001 – February 2004, January 2005 – Present)

- Property management and accounting functions for a 17,500-sq-ft. building in Bedford, NH. Duties include accounts payable, rent invoicing, accounts receivable, Common Area Maintenance (CAM) budgeting and invoicing, 1099 processing, bank statement reconciliation, and vendor coordination.

Leadership Greater Manchester – Class of 2002-03

TFMoran, Inc. – Controller/Office Manager (July 2001 – February 2004)

- Oversaw day-to-day accounting functions of a consulting engineering firm with 60+ employees. Duties included tracking general ledger accounts, journal entries, month-end processes, bank statement reconciliation, financial statement preparation, payroll processing, and benefit and insurance accruals.
- Office Manager duties included overseeing all company telephone and Internet connections, cell phones, computers, copiers, software, office supplies, equipment, satellite office leases, and insurances.

ORGANIZATIONS/COMMITTEES:

- City Of Manchester Transportation Committee (2005)
- Greater Manchester Chamber of Commerce Government Affairs Committee (2005 – Present)
- Manchester Young Professionals Network (MYPN) – Business Steering Committee (2005 – Present)
- Greater Manchester Chamber of Commerce Annual Dinner Planning Committee (Present)
- Queen City Rotary Club Member (August 2006 – Present)
- Heritage United Way – Community Investment Process Volunteer (2003 – Team Member; 2007 – Team Captain)
- Manchvegas Oscars Committee (Non-profit Organization) – Treasurer (July 2006 – Present)

PROFESSIONAL LICENSES:

- Real Estate Sales Person License # 054390 (August 2001 –Present)
- Notary Public (October 2001 –Present)
- Justice of the Peace (July 2005 –Present)

EDUCATION: **Bates College, Lewiston, Maine**
Bachelor of Science Degree in Economics, 2001
Graduated *Cum Laude*

REFERENCES:

- **Ronald H. Covey**, Executive Vice President, Ocean National Bank (603-621-5828)
- **Thomas Gaydos**, Town Administrator, Town of Pelham, NH (603-508-3070)
- **Ronal Poltak**, Executive Director, New England Interstate Water Pollution Control Commission (978-323-7929)

William A. Beaton
8 Chauncey Avenue
Manchester, NH 03104
603-623-9238
Beatonpath@comcast.net

Education: BS Degree-Chemical Engineering, Northeastern University

Military Experience: US Army Signal Corps – Honorable Discharge

Work Experience: GTE Sylvania 30+ years. Retired as the U.S. Manufacturing Manager, Fluorescent Division. Responsibility included a \$100 million business and 1500 employees.

Recent Experience: 1990-1995; Owner/Operator AmeriSpec Home Inspection Services, Manchester, NH

1994-2000; Faculty member of the Youth Development Center, Manchester, NH. Involved with teaching special needs children.

2002-2004; NH State Representative; Science, Energy & Technology committee.

2000-2005; Secondwind Water Systems, Inc. Water sampling and water quality essentials for small public water supplies.

Current: Member of NH Judicial Conduct committee – alternate panel.

NH Water Works Certified Operator #2175

References: Furnished Upon Request.

VanZanten, Denise

From: Johnson, Carol
Sent: Wednesday, November 29, 2006 2:57 PM
To: DEPT_HEADS
Cc: Thomas, Sean; Sheppard, Kevin; Normand, Matthew; Ohlund, Glen; SIMMONS, GARY; Leidemer, Glenn
Subject: Alderman Roy

Alderman Roy has requested reports or any pertinent information be submitted by next week for the December 5 meeting as follows:

Payments on Riverfront Development

Jac-Pac, RFP, Income

Granite Street Budget, Schedule

Crime Prevention Measures including
K-9 specifically policy on drug dogs
Manpower
Special Reserves
National Advertising

Net Team Results/Recommendations

Status of Vacancy Savings



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
Edward J. Beleski
- Chairman
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memo

To: Honorable Board of Mayor and Aldermen

From: Frank C. Thomas
Public Works Director *ofc*

Date: December 1, 2006

No: #06-091

Subject: *Salary Savings – Highway Division Budget*

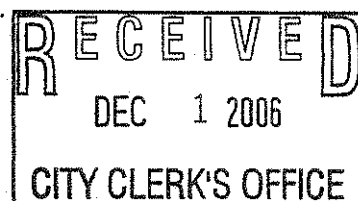
Even though the Highway Division Operating Budget was not subject to a hiring freeze, we did maintain a high vacancy rate while taking advantage of temporary summer help during the construction season.

During the budget process, I agreed to cut my required full complement salary line item by 3.02% or \$244,778, which resulted in a lower bottom line approved budget for the Highway Division. As of week 20, November 18, 2006, we have reduced salary spending by \$205,980. As a result, we need to save an additional \$38,798 over the remainder of the year to achieve our goal, which represents a continued vacancy rate of approximately 2 employees. Therefore, I am confident that we will be able to achieve our salary reduction.

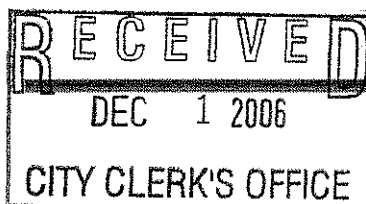
However, even though I am confident that we can achieve our salary budget reduction, we are still faced with the challenge to cover unfunded Worker Compensation Settlements, which presently total \$22,812 and severance payments by the first of the year totaling \$57,000. We will make every attempt to cover these unfunded expenses by continuing to manage our salary line and our other operating budget line items.

I will be available to answer any questions you may have on this matter.

/c



MANCHESTER CITY LIBRARY



405 Pine Street
Manchester, New Hampshire 03104
603-624-6550 x329
dvanzant@manchesternh.gov

Memo to: Alderman Mark Roy
From: Denise M. van Zanten *DMZ*
Library Director
Date: December 1, 2006
Subject: Status of vacancy savings
cc: Library Board of Trustees

Dear Alderman Roy:

As requested under new business at the Board of Mayor and Aldermen meeting on November 28th I wish to inform you that the Manchester City Library Department currently has the following vacancies:

- Librarian I (originally requested March 2006 and again in September 2006)
- Library Clerk I
- Deputy Library Director
- Administrative Assistant III
- Library Page (PT)

On September 28th, 2006 the Chair of the Manchester City Library Board of Trustees, Joanne Barrett, and I e-mailed a formal request to Mayor Guinta asking for four of the five positions to be filled immediately. The positions requested were Librarian I, Library Clerk I, Administrative Assistant III and the Library Page. After various correspondence over the two month period, confirming that the Library had the funds to fill these needed positions in our current budget, Mayor Guinta gave us permission on November 27th, 2006 to fill two of the four positions: Administrative Assistant III and the Library Page. The hiring process for these positions is already underway.

Due to these vacancies we currently have a surplus of \$59,820.95 in the library department's salary line. I need to fill all vacancies so that I can continue to maintain and improve library services. Library staff, especially at our Main Library, has been stretched covering the workload of four vacant full-time positions. The Librarian I position is assigned to our Technical Services division which is trying very hard to keep up with adding new materials. These positions include time spent at public service desks, which has a direct impact on front line service to library users.

The library department is also expecting a retirement of a long-term librarian in our Children's Department in March of 2007, which will result in an approximate \$30,000 payment for unused leave time. Thus, I do not expect there to be any "savings" from library vacancies in Fiscal Year 2007. Our request to fill this upcoming vacancy has been sent to Mayor Guinta today. Feel free to contact me via e-mail if you should have further questions regarding the Library Department's current vacancies.

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Manchester School District

Board of School Committee

School Administrative Unit Number 37
286 Commercial Street, Manchester, NH 03101

November 29, 2006

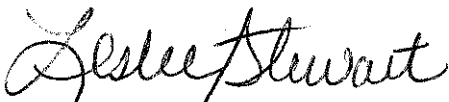
Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, NH 03101

Board of Mayor and Aldermen:

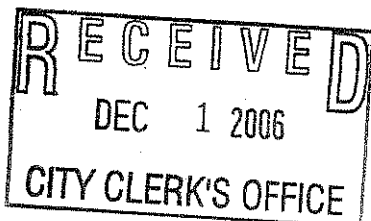
At the Board of School Committee meeting held on October 10, 2006, the School Board voted to reinstate the four SRO's in the middle schools and requested that the Aldermen provide 50% of the funding for the 2006-2007 school year.

If you should need any further information, please do not hesitate to contact me. We would be pleased to discuss this request with you.

Very truly yours,



Leslee Stewart, Vice Chairman
Board of School Committee



MANCHESTER SCHOOL DISTRICT
BOARD OF SCHOOL COMMITTEE MEETING
October 10, 2006

approved
~~UNAPPROVED~~
11-13-06
BOSC

The Board of School Committee met at the School Administration Offices on Tuesday, October 10, 2006, at 7:30p.m. Present were Mayor Guinta, Vice Chair Stewart, and Committee Members Scott, Herbert, Labanaris, Soucy, Gelinis, Kruse, Beaudry, Ouellette, Domaingue, Kelley, and Langton. Present from Administration were Supt. Ludwell; Asst. Supt. Aliberti; Asst. Supt. Bass; Asst. Supt. Burkush; and Business Administrator, Ms. DeFrancis.

Mayor Guinta presided and called the meeting to order. The Committee shared in the Pledge of Allegiance followed by a moment of silent meditation. The clerk called the roll.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Comm. Gelinis made a motion to approve the minutes of the previous meeting. Comm. Kruse seconded the motion. The motion passed by unanimous vote.

PUBLIC FORUM

Marc Jutras, said that he came before the Board on behalf of his family and 4 other families with children at Green Acres School. After years of past practice the District has decided to discontinue allowing children from bus #1 to get off on Lovering Street on Monday afternoons so they can walk to the CCD Center for Catholic education classes. After trying to resolve this matter with the school secretary and with Barbara Gagne and then with Mrs. Burkush he said they received just a recital of policies stating that the bus route can't be changed and there is nothing that could be done. He said that he is at the meeting in the hope of getting the matter resolved. From the responses they have received the parents' response would be that there would not be any fiscal impact because they are not asking that the bus route be changed but that the bus stop to allow the children to get off so they can walk over to the Center. There could be a Monday bus sheet for the bus driver or for any substitute driver. And if the City is worried about liability the parents of the children affected would write a note releasing liability if needed. Marc Jutras said that this affects 4 families but he believes it would affect more if this stop was reinstated because it has been a past practice for a good 20 years.

Kathy Staub, 374 Laurel Street, and the president of the Manchester Coalition for Quality Education, came forward. She said that over the past year she has been talking to parents in the African and Latino communities about what would be helpful to help them help their children in school. For the past 6 months, members of the African and Latino communities have addressed the Board nearly every month on the need to have a more diverse staff in the City's schools. She said that the Coalition has never considered employment issues to be part of their mission; however, they have always advocated for the rights of parents and Community members to have a voice in their children's education. Forming relationships with trusted adults is critical to school success. Parents and other members of the African and Latino communities have said that their children would be able to form their relationships with people who share similar cultural and life experiences. These parents want to be better connected to the schools that their children attend. Having members of their communities inside the schools who see and communicate with them on a regular basis can provide the missing connection between the schools and immigrant and refugee parents. To that end, both the African and Latino communities identified several candidates who are NH certified teachers. Most of them are experienced teachers with classroom experience both in this Country and abroad and they are qualified in every sense. Since the end of the last school year the District has hired 84 people to fill vacant positions. They tried their best to be sure the

candidates followed the School District's hiring procedures but not one of them received a phone call. Mrs. Staub said "that's a real shame for all of us because these individuals have a lot to contribute to our children and to our Community." She knows that the Manchester School District is an equal-opportunity employer however there seems to be some barrier that is preventing people of color from getting hired. She thinks the time has come to have a conversation between the leaders of the immigrant and refugee communities and the Administration to determine why this is happening and to come up with a plan to fix it.

Robert Tarr, 318 Spruce Street, a parent of children at McLaughlin Middle School and Wilson School, came forward. He wanted to address the SRO issue and the issue of cameras on school buses. He said that originally the District had asked for a budget of \$148million and in that budget the SROs were covered. The City government asked that they cut back on spending and asked for a \$142million budget and then there was an agreement made to meet in the middle between the School District and the City. Now the question is to put the SROs back into the schools however the School District must fund them. He asked "why when it was first proposed and then cut back is it being proposed again and with the short budget that the District has to face why are they being asked to foot the bill?" In regards to the cameras, he thinks it is a great idea to have cameras installed on the buses. In the first month of school last year there was a fight on the bus that his children are on. There has been continuous bullying. Mr. Tarr said that without his knowledge at the time while his son was in 7th grade he changed bus routes on his own so he could avoid bullying. If cameras were to be put on the buses he would like to know where the funding would come from. Would it be State or local funding or a mutual agreement between the School District and the City?

Comm. Kruse asked to address Mr. Tarr's questions. He said he would speak as the chairman of the Finance Committee. Back in June when the District received its allocation from the Board of Mayor & Aldermen of \$145.5million the Finance Committee took that number and proposed a budget within those confines which did not eliminate the Resource Officers from any of the schools and it did not eliminate teachers from the middle schools. Unfortunately, this Board decided to take a different route using the same \$145.5million. The Finance Committee proposed that we trim the Administration at 286 Commercial Street because it thought it was more important to have police in the schools and teachers in the classrooms than administrators in the Building. He said "this is our issue as a School Board and I hope that everyone in this room and everyone watching this will call their School Board member and urge them to put these officers ahead of administrators."

Ald. Pinard came forward. He said that a weeks ago there was the observation of 9/11 at Masabesic Lake. The slogan was "Let Us Not Forget". He said "let us not forget that last year at West High School there was a gun in that building. Last night there were shots fired right in our backyard. Don't think for one minute that it's not going to happen and let's get those officers back in there. We should not think of money but the safety of the kids, the teachers, the janitors, and the people that work in the kitchens. Also, the people that work outside. These people that are doing these things don't know any better. If one of our kids, teachers, or helpers in the schools gets hurt, don't forget it could be one of your loved ones."

PRESENTATIONS

Recognition of Educators & Students

Bakersville School

Judy Adams, the principal of Bakersville School, and Lynn Gamache, the school's reading supervisor, were called forward. Reading Is Fundamental, Inc., the nation's oldest and largest children's and family literacy non-profit organization awarded Bakersville an RIF Program Excellence Award for the school year 2006. This is an award sponsored by the MetLife Foundation. Bakersville was nominated for its success in developing strong parent and Community involvement in reading, motivational activities, book selection,

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distribution, and fund-raising activities and program leadership. Congratulations!

Memorial High School Baseball Team

The Memorial High School baseball team and Coach Menswar were recognized for winning the Class L Championship this past spring. Certificates were presented to the coach and team for a job well done. Coach Menswar recognized members of the team present at the meeting including Colin Merritt, Jay Freebe, Kyle Morrell, and his assistant coaches, Peter Colcord and Theodore Menswar. He said that the team exemplified the meaning of a team with every member contributing in every way. The team record was 18-4. The title was won at the Fisher Cat Stadium.

West Women's Tennis (Team)

The West women are being honored for winning the Class L Tennis Team Championships. Coach Houle and members of the team were present at the meeting. Certificates were presented. Coach Houle said that he is thankful for the support that they get from the school. It is a special opportunity to win a State title. Through a 3-day State final the team persevered and won the title.

Central Women's Tennis (Doubles)

The Teague sisters are the Class L State champions. Mr. Cannon, their coach, noted that Katherine Teague was present at the meeting and Emily, her sister is now a freshman at UNH. He said that the girls had a great record, 15-1, and then at the State tournament they won the whole thing. As a pair they worked great together and it was great for them to have won the State tournament.

David Hedge

Vice Chair Stewart said "great teams need great coaches." The next honoree was David Hedge, the coach of the Memorial Softball team who was named Coach of the Year by the New Hampshire Sunday News. Mr. Hedge thanked his wife for allowing to spend the time that he spends coaching. He said that the team went 15-7 and had a wonderful year and played very well. He recognized Joe Wheeler, the JV coach, and Scott Sheehan, the assistant Varsity coach.

David Irving

Vice Chair Stewart said "another Memorial honoree is up next for a non-athletic award, although he is a very good athlete also." David Irving was recognized for being selected as New Hampshire's representative to Boys Nation this past summer. That is quite an honor. The American Legion sponsors a simulation of the State Legislative process in each state every summer. Students who are particularly successful at the State level then go on to Washington to participate in a similar experience at the federal level. It has been a number of years since a Manchester student was chosen to go to Boys Nation. They made an excellent choice with David, someone whom the State, the District, and his own school have many reasons to be very proud. Congratulations, David!"

David thanked the American Legion for this opportunity. He said the organization paid for 100 boys and staff members to go to Washington, DC to participate in the event. He said that it was the most meaningful experience of his life politically. He met the President and some Senators and he learned an amazing amount. He said "I thank all of you for keeping the Boys State Program alive in our schools and hopefully that continues."

Bobby Johnson & Wesley Cotnoir

Bobby and Wesley were recognized for winning the bronze medal in the 4x100 meter relay at the 2006 Down Under International Track & Field Championships in Australia this past summer.

National School Bus Safety Week Presentation by MTA

Mr. Dave Smith, the Executive Director of the MTA, and Mr. John Huber

came forward. He said "safety is probably one of the most important things that we at the MTA do." He said he would speak about the National School Bus Safety Week and also about some things that the MTA does in concert with the Department of Environmental Services of the State of NH to improve children's health and reduce their exposure to diesel fumes.

Regarding National School Bus Safety Week, this is an event occurring since 1966 and now celebrated in over 40 states. This year in Congress the US House of Representatives voted unanimously to recognize the contribution of the school bus industry and supporting of safe transportation of students nationwide. In their resolution they recognized that 480,000 school buses daily transport 25million children to and from school. That is 50million school bus trips taken every day by students across the Country. NH Governor Lynch proclaimed October 15-21 as School Bus Safety Week in NH. He recognizes this as an issue of vital importance to every community in NH.

Mr. Hubert gave a brief presentation on what the MTA does to train its drivers, to train students, and to educate the public regarding the safe transportation of students and safety in and around school buses. He said that the National Association for Pupil Transportation holds a yearly art contest and speech contest. The theme this year was "Beware, Cross with Care".

In terms of training the DOT has certain requirements and requires 8 hours of training every year and MTA guarantees up to 20 hours for the bus drivers. The idea is the more training the more effective the driver will be. The training consists of driving training, bus evacuations, how to manage student behavior on the bus, etc. The MTA does training with the students and there are 4 sets of trainings where the teachers and the students learn different aspects of safety such as getting on the bus and off of the bus. Sgt. Peter Bartlett of the Manchester Police Department and Corporal Burke from the State Highway Patrol come to speak with the students.

Mr. Smith said that he would speak briefly about programs supporting student health. The EPA has what is called the Clean School Bus USA Program with the goal to reduce school bus idling and to retrofit school busses with pollution-control equipment and to replace the oldest buses in the national fleet. Some are as old as the 1970s and early '80s. The NH Dept. of Environmental Services Air Resources Division initiated a State anti-idling campaign in 2002. They worked with the NH School Transportation Association to get the word out and to educate school-bus operators across the State to control and limit idling and to educate their bus drivers regarding idling programs. The goal is to limit exposure to harmful diesel emissions, to shut off the engine when either on lay-over or waiting for the students to exit the school. Whenever the bus is stopped it should be shut off when in the proximity of students. They do have to start the buses before the students start loading because the safety equipment needs to operate with the engine running. They have "no-idling" signs that have been posted at a number of schools to remind not only school bus drivers but also parents to limit idling in the vicinity of the school. MTA drivers took an anti-idling pledge from the USA Program as evidence of their commitment.

A second program that the MTA is involved in is with the DES and a grant program that procures after-treatment devices for diesel exhaust. The goal was to retro-fit 50 older buses in both Manchester and Nashua, 30 in Manchester and 20 in Nashua. The MTA in Manchester and the First Student operation in Nashua provided the labor for installation as their local match for the program. MTA's share of equipment was \$53,100 for at least 30 diesel oxidation catalyst retrofits. In the end with the funding of the project that \$53,000 bought 55 retrofits. That equipment was installed in June and July in all of MTA's busses from ages 1992 through 2004. This "doc" is very much like the combination of the catalytic converter and the muffler in one's car but it is all in one and it operates very much like a catalytic converter in a car. It reduces carbon monoxide by about 40% and it reduces hydro-carbons by 50% and it reduces soluble organic fractions of particulate matter by 20-40%. Particulate matter is the primary concern in exposure of diesel smoke to children. The current diesel EPA emissions standards were set in 2004. Next year in 2007 all diesel engines across the Country will face much more stringent regulations and in fact they will be as clean or cleaner as a natural gas vehicle. All buses produced in 2007 will

have a particulate trap which is one step up from the diesel oxidation catalyst. It is a device that captures and incinerates the particulate matter in its process.

Mr. Smith said they are pleased in their ability to work with DES and to be a recipient of their grant benefit this year and providing this benefit for Manchester school students.

Comm. Beaudry commended Mr. Smith for the training that is being done for the drivers and the students. He asked if the students are taught how to use the emergency exit on a bus. Mr. Smith said "it's State law that every student bus driver goes through an evacuation drill. The safety supervisors and trainers go around to all of the schools and they do evacuations on one morning."

Comm. Kelley said that with the new State standard coming out for 2007 for buses and also trucks she would imagine that the price of buses would go up quite a bit to meet those standards. Mr. Smith said "as far as a transit bus they say it adds \$5-6,000 to the cost ultimately, I am not familiar regarding a school bus." Comm. Kelley asked "are you planning on replenishing your fleet prior to 2007?" Mr. Smith said that in their planning they anticipated there would be an increase as a result of the 2007 emission requirements.

Lt. Rick Riley and Student Resource Officers Presentation

Mayor Guinta said that Lt. Riley was present at the meeting to talk about the SROs as this has been an ongoing issue for the last several months. It was important for the Board to have some additional information provided.

Lt. Riley said that for 13 of his 20 years working for the Manchester Police Department he has worked in the Juvenile Unit and 3 years ago he became the Unit Commander. In the Juvenile Unit they do a number of things such as Weed & Seed Administration, MPAL Administration, Sex Offender Registration. By the way there are about 300 sex offenders in the Manchester Community. The Unit also works with Internet Crimes Against Children, Child Advocacy Center Development, Project Safe Neighborhoods which is a specific effort to curb violent crime amongst juveniles, the JOLT Program, and the programs that hold children accountable who have been found in offense and who have gone to court. Currently his office has 3 child-abuse investigators, 3 general investigators, 3 SROs, and a sergeant to supervise that group, and a secretary. They also have an Internet Crimes Against Children investigator who works in the office. Last year there were 7 SROs in the office. They were approximately 1/2 of the unit's investigators. A considerable amount of work was done by those 7 officers. In a 9 month period those 7 officers did 794 cases of delinquencies and/or CHINS violations.

From the 3 SROs in position this year, reports from the field supervisor and feedback from the school principals indicate that they are keeping up with the task at hand. Laurie Tremblay is SRO South and she covers McLaughlin and Southside Middle Schools, Memorial High School, MST, and Jewett Street School. Jewett School posed some Community issues last year but fortunately those have not had to be addressed this year. On the west side the SRO is Jamie Branch. He is handling Parkside Middle School and West High School. At Central is Det. Kim Barby who also handles Hillside Middle School. Lt. Riley said that this year the student body has been cooperating and it was a very reasonable September. So far the 3 SROs have conducted 40 investigations in the schools so they're on pace to do around 400 investigations over the course of the year.

Lt. Riley said that in the last 2 weeks 7 people have been killed in American schools including the incident at the Amish school, the incident in Colorado, and the incident involving the killing of a principal in Wisconsin. He said that when he learned of all of these incidents he tried to determine how the current system fits in an effort to prevent tragedies such as these. He said that it has been stated that the first line of defense is intelligence. What the SROs are asked to do is not to guard the front door of the school or guard the front office. They have to be amongst the students in the classrooms, the hallways, the playgrounds, the playing fields, and in the alleys and by-ways of the neighborhoods and on the porches of their homes and including in their homes. They have to be seen and be accessible to all of the students and the reason mainly is to gain intelligence. A student is going to talk to an SRO that is talking to them all of the time and that

is fluid and seen in the hallways and in the playgrounds and in their neighborhoods. This is not an idealistic theory but it is something that works and it has worked in Manchester. Lt. Riley said some instances where this has worked. Information has been brought forward to an SRO and they were able to deal with it for instance being notified of students with knives in school or in some cases with guns that were brought to a school. There was information provided to one of the administrators at West about the gun involved in that infamous incident and that was related to an officer who responded to the school and recovered the gun. He said "it's that climate of information exchange that is going to prevent a tragedy. It's not just communication with the officers but it is communication with the administration. That kind of climate is what we want to encourage." Many times the SRO can foster communication that is not only a benefit to the schools but is a benefit to the Community as a whole. Another story was shared about a troubled student helped by the SRO to play basketball. He did play and he did not go delinquent.

Lt. Riley said that questions have been raised about "where is the SRO?" He said their jobs are very dynamic. The investigators make arrests and they have to testify in court. Court is held during the day. They leave campus to conduct investigations. A lot of young people they deal with do not have the best attendance so often the SRO has to leave the school to talk with them at their home or in some cases at the police station to talk to them about a certain case where they may be the perpetrator or maybe the victim. Sometimes the confines of a school is not an appropriate place to speak with a child. A lot of the problems that an SRO deals with are in their school communities, whether at the school or in the alleys or in the homes or what have you. In trying to solve the problem involving things from loitering to child abuse to child porn it's important that the SROs are in the field and these things are kept out of the schools. If cases are assigned to the SROs generally speaking they are with students who are members of their assigned schools. Sometimes they concern students who are at a school that doesn't have an SRO assigned to it. Lt. Riley said "when you walk into a school and you can't find an SRO there are a variety of reasons." The SROs are required to take part in different trainings and/or seminars. When these are being attended a school will not have their SRO there that day. Lt. Riley said he has to work with his personnel to get coverage for that. He has to balance career development. He said "you are provided with experienced and educated investigators, you are not getting un-seasoned people." Other things come up such as homicides, serial crimes, Presidential or Vice-Presidential visits, VIP visits when personnel is needed. There are bomb threats and evacuation drills and they lend assistance to those schools that are conducting those drills etc. A lot of times the personnel that are assigned to the schools are dealing with calls for service that would otherwise demand a multi-officer response. Fight calls and gang calls, whether in the school or in the neighborhood, demand a multi-officer response but often the SROs respond alone.

When there were 7 SROs they were assigned to a specific school now the 3 SROs are assigned to a section of the City. He said "these SROs are everywhere." Last year there was a hazardous material spill at Green Acres School. He deployed several SROs to that site. Last year there was a hostile parent who was exhibiting violent behavior at Green Acres School. He deployed 3 or 4 SROs at that school and other schools were uncovered for that period of time. For the Jewett Street School problem he deployed SROs to that area to address that issue. On the west side when a lot of gang issues sprang up the SRO assigned at Parkside and at West teamed up with a couple of Community police officers to be aggressive and deal with the problem in that neighborhood and at West High School. Lt. Riley said "if they are not in the school to which they are assigned they are still in the service of the School Department. It is important that we address safe schools and that the SRO Program be fully reinstated."

Comm. Domaingue commended Lt. Riley and the SROs for all of the work that has been done in the schools in the past and for this year as well. She asked "are they ever called out of the schools to respond to calls that are not

related to juveniles or juvenile cases and if so how often?" Lt. Riley said the only time they're called out on something that is not a juvenile case is when there might be a homicide or a first-degree assault occurs or there is a VIP visit. It's rare when they are not working on a case pertinent to students and their activities.

Comm. Ouellette said he has been very critical of the SRO Program in terms of the safety of the schools. He said that with the incident of the gun at West the SRO was not in the building at the time. The assistant principal secured the weapon that day and that is a situation that is very scary. That is what bothers him in terms of how the Program is set up. Lt. Riley said that the SRO for West was in court that day. The officer responding to the call secured the weapon. The assistant principal had secured the individual in her office after removing the student from his class. That is something that is ill advised. Comm. Ouellette said that when the SRO is not in the building he doesn't have a guarantee that that school is safe. He understands they may be doing juvenile work but he is not quite convinced that juvenile work is the responsibility of the School District to pay for in terms of investigations. For example, if a bank is robbed does the bank have to pay for the investigation or is that part of the responsibility of the Police Department. If there is a hit and run, who pays for that investigation? When there is a crime committed he would think it the responsibility of the Police Dept. to investigate. He said "If there is a crime committed in the schools that is the responsibility of the Police Dept. to investigate. If a teacher is absent for whatever reason we have to get coverage that day. I understand your resources are limited and your personnel is limited. I have been on this Board quite a while and it seems to be a repetitive thing with the SROs. They're there in the beginning of the year but towards the end of the year you never see them anymore. When we talk about SROs that aren't in our schools that's basically what I'm hearing from the administration and the faculty in our schools and they're concerned about the Program and far too often the SRO is not available when they need them. And that's a concern of mine. I don't think the School District should be responsible for paying for officers that aren't in the schools. I don't want to see the SROs dealing for instance with students that are being disruptive in class and need to be taken down to the principal office as that is the responsibility of the school personnel. There has been no indication to me that this particular situation will turn around. You've admitted that you just have so many people to work with and this is just the way it is. My concern is when the officer is not in the school who protects the school." Lt. Riley responded by saying that the West officer was in court the day of the incident. Another SRO officer was scheduled to cover his school and West. As far as the financial questions are concerned that is beyond his scope of authority.

Comm. Labanaris asked Lt. Riley as the manager of the SRO Program if he gets the opportunity to talk with school administrators regarding their satisfaction with the SRO's presence in the schools. Lt. Riley said that Sgt. Favreau does so. There are monthly evaluations. He said that he speaks with Asst. Supt. Bass on a regular basis. Comm. Labanaris asked if the conversations with these people results in positive comments regarding the SROs and their presence and the time they are present in the schools or does he get complaints regarding their being absent from the actual plant. Lt. Riley said that most of the information they get is that they are pleased with the services that have been provided. There are occasions where a principal might call saying they haven't seen their SRO in a while asking where they may be. He explains if the SRO has been in court or in a particular training program etc. Generally another SRO is scheduled to help out. Comm. Labanaris said "so you would conclude based on the reports that you get on a monthly basis and with the communication that you have with Dr. Bass and other school administrators throughout the District that the Program is indeed successful and the SROs are in the schools doing what they're supposed to be doing." Lt. Riley replied "that's my opinion."

Comm. Kruse said "you talked about information gathering and being among the students is a key component to the SROs taking care of the job effectively." He asked "will an SRO be more or less effective in that role if the SRO is covering one building rather than 3 or 4?" Lt. Riley said that obviously if they are covering one building they are going to be seen more. This year the SROs have

been directed to spend a majority of their time in the high schools; however, their days are task driven. Accessibility is key and engaging and talking with the students reaps dividends in the future. Comm. Kruse said that Comm. Ouellette raised the point that if the SRO is not in the building there is no guarantee that the building is safe. He said that he would think everyone would agree with that. He asked "in your estimation, will our buildings be more likely to have SROs in them for a longer period of time during the day if we have 7 SROs for 7 schools or will they be more likely be in the schools protecting them if we have 3 SROs for 7 schools?" Lt. Riley said "when I lose one SRO to court now I have only 2 SROs covering the whole City." Comm. Kruse said "so solving the problem of an occasionally absent SRO apparently is not to diminish the number of SROs but rather to keep them at the complement that we used to have them at." Lt. Riley said that would be most helpful. Comm. Kruse asked Dr. Bass if any high school or middle school principal has ever come to him or in conversation said to him that this SRO thing is a waste of time and they think the SRO ought to be taken out of their building. Dr. Bass said "no, the principals have never asked to have the Program abolished or abandoned. The principals have talked to me about issues with the SROs and their availability or inavailability and their concern of being able to reach them at certain points of time. Or of not being aware of where they are for long periods of time and not being sure of what to do about that situation. Individual principals have contacted me from time to time about their concerns of the SROs. I have been doing this now for close to 5 years and it goes in peaks and valleys. There are times when they are very disappointed and upset with the way the SROs have been operating in their buildings and they question the value at that particular time and there are other times when they do not speak negatively about their SROs. Conversely, it is interesting this year because so much attention has been placed on the SROs and we have 3 operating geographically across the City, this has been the best year we have had with the SROs. Lt. Riley and I have talked about this on numerous occasions. These 3 individuals are extraordinary. They work very, very well with the high school principals and with the Community. I have one building principal who has said the half-time SRO they have this year is far better than the full-time SRO that they had in the past. Again, there are these issues back and forth about the effectiveness of the SROs in the individual buildings. My point is that this year we are very pleased with the way the SROs have worked. As Lt. Riley has said it has been a very quiet September and we have not had a lot of issues. We feel comfortable with the 3 SROs that we have at this time. To the question of would we be better off having a full complement of SROs I think the answer is clear that that would be more effective for certain." Comm. Kruse asked "do the principals believe that the solution to some of the real concerns that they have about some of the performance of the SROs is to cut the number of SROs?" Dr. Bass said "I think the principals' solution, and they all speak the same language when it comes to this, would be to have the SROs there every day from 7:30 to 2:30. That is clear and above all other issues. That is the one single point that the principals have made very clear. To have the SRO consistent in the building every day because of the coordination and the consistency and the communication. That has been the focal point of the negative issues because they do lapse in time. That coordination and communication is extremely important and I think that is where a lot of the frustration comes into play."

Mayor Guinta asked "do the principals understand that that is a physical impossibility?" Has Dr. Bass properly conveyed that to the principals? He said "we don't have reserve officers." Dr. Bass said "I have not conveyed to them that it is a physical impossibility." Mayor Guinta said "regardless of how this vote happens tonight, I think it is absolutely critical for this Board to continue to hear updates, feedback, information etc. that this Board can measure as this Board makes decisions about the importance of SROs and the issues that this Board would like the SROs to address. What I have found in the last 10 months working with the Police Dept. is they are extremely responsive, particularly when you set forward an agenda that makes sense from a public safety standpoint. One of the concerns that I have if this Board does not increase the complement to 7 is we're going against what Community policing and preventative policing is all about. When you try to provide for the safety of the public, it is not any one

tactical decision that is the magic solution but it is a comprehensive approach to how we address safety issues and criminal acts." He said that he is more than convinced that the SROs play an integral part to this. And the communication that should occur between the Administration, the principals, and the members of this Board has to be ongoing. To a Board member's point, a Board member can't make a decision without being 100% informed. While there are concerns about SROs not being in the schools from 7:30-2:30 I think we've clearly heard that is a physical impossibility. He said that he has talked to the Chief and the Deputy Chief and to rank-and-file officers and it is not going to make sense to have SROs in the schools from 7:30-2:30 and then to hand off an investigation to another detective in the Department. That is counter-productive. That individual officer has to follow up on his or her own investigation. So there are a couple of issues going on. There is a finance issue and there is the issue of the responsibilities of the SRO. We have to come to the realization that from a Community-policing standpoint and from a preventive-policing standpoint which are integral having that impact from an early phase rather than a late phase can prevent many criminal acts. Unfortunately, we don't have a way to measure those criminal acts that don't occur. That is a statistic that is not very measurable. He said "I can tell you what is measurable. It's the number of cases that 7 SROs handle. I think that would shed light on why there is a requirement for an SRO to be mobile and to have that flexibility."

Lt. Riley said that in the 9-month academic year of 2005-2006 the 7 SROs worked with 794 cases of delinquency or CHINs. That number does not include child-abuse cases because normally the child-abuse case starts with them but then is assigned to a child-abuse investigator. In that same 9-month period the officers investigated 1,602 cases. He said that the 7 SROs were half of his investigative personnel. Right now, they did 40 investigations in September. That puts the 3 SROs on pace to do in excess of 400 for the year or the 9-month period. One reason for the reduction is that when there are 4 other SROs in the schools they're generating self-initiated work that produces investigations. That is why we'll be seeing a reduction in the cases. Administrators might be breaking up fights in the hallways and looking for their SRO while their assigned SRO may be at another of their assigned school. When there was an SRO assigned to the school whether they were right there on the spot or coming back from court the administrator shares information regarding the incident and then an investigation is produced.

Mayor Guinta said "the concern that I have with that number is if we had the 7 we'd probably see the investigations up to the 800 number. So if we don't have the additional SROs there is potentially 400 cases that we're not able to open up and hopefully make a difference on."

Comm. Langton said that she is a teacher in a middle school with an SRO. The presence of the SROs provides peace of mind to the students, teachers, and parents and that is priceless. Their pro-active approach is something that can't be measured although tonight she has seen statistics that she was not aware of. That has been very helpful. She hopes that her fellow Board members will see that the safety of our students and our staff in our schools is paramount and safety has to be the #1 priority.

Comm. Soucy said that something that had been stated by Lt. Riley is probably what is the worst problem and that is communication. She said "you said that an SRO had not shown up at school and the administrator had to call you to find out where the SRO was." Lt. Riley said "that was an example from some time ago. The situation that I've got set up is I've instructed my SROs to communicate with each other for the neighboring SRO to go to that school and to communicate if a school's SRO is going to be out so they are going to be in the school to help out. When I say 'call me' my secretary also contacts the school when an SRO calls in sick. When I come in at 7:30 I expect the SROs to be out on their own. Communication is something that we have to stay on and make sure it is fluid. It's not always fluid but we're always working on that." Comm. Soucy said "I think communication has been one of the problems in the past and administrators aren't aware that their SROs leave the building and sometimes it can be days at a time. They may be doing police business associated with the school but if the administrator doesn't know that they then

can't communicate that to the staff and they're very frustrated by the fact that somebody is out. Obviously the Chief and people within your department in supervisory roles should determine where personnel are and a homicide is a priority and that's your determination. But the fact is many times the schools are left high and dry without any awareness of where the SROs have been." Lt. Riley said that when the SRO is gone for an extended period of time for example for a training program that is communicated regularly. Where we lose it sometimes is when there is a call to a homicide scene. That's something that we need to pay attention to. We're better at that than we had been 4 years ago and even than 2 years ago but of course there is room for improvement.

Comm. Soucy asked "if the Board determines tonight that we want 4 additional SROs is the Department going to be hiring additional personnel or are you going to re-direct personnel that are already within your command?" Lt. Riley said "the Department is in a hiring process. Right now 3 of the SROs that I had assigned to me have been rolled out into patrol. The 4th one has been assigned to ICAC (Internet Crimes Against Children). Assuming this Body approves the 4 additional SROs then we would go to the patrol and get the experienced ones that we've had in the past and one other. We don't put inexperienced officers in the schools; they're all trained and experienced. The assignment would be frontloaded with an experienced officer and that vacancy would be filled with a fresh recruit." Comm. Soucy said "but those are positions that were already part of your budget. These new hires are going to happen." Lt. Riley said "presumably."

Mayor Guinta said "it is part of the budget but also the chargeback to the schools is also part of the revenue side. On that note, what I would say is the Police Department does not charge for the experienced officer that Lt. Riley is describing. What the School District gets charged for is a 1st-year officer. So there is still a subsidy that is coming from the City side. The District is not getting charged 100% for the SRO that is in the school." Comm. Soucy said "but we're getting charged 100% of the 1st-year officer." Ms. DeFrancis said "when the budget was prepared there were 7 officers; 3 of them were at the regular salary for 38 weeks and 4 of them were at a 1st-year salary at 38 weeks. So we get billed 190 days, which is basically the 180 days in school, and 2 weeks vacation where the SRO is still performing related work." Comm. Soucy said "to follow up, the 3 SROs that are currently working with the high schools and the other schools are exemplary and I've heard nothing but praise and thanks and admiration for those individuals. But in the past there have been some individuals that have not performed to the exemplary level of these 3 current officers. I hope that no matter what we do that is something that is taken into consideration because I think the communication issue is a big problem and that really is something that needs to be rectified no matter what happens." Mayor Guinta said "if there is a communication issue it goes both ways. We have a responsibility as a Board to make the administration more accountable in terms of having a great understanding of what the needs are. And then that has to be reported to the policy board, not just on an annual basis but on a fairly regular basis. I think we can always improve but I also want to make note of when we are doing exceptional service. I would ask that we work as a team to seek the appropriate response for that increased communication."

Comm. Scott said "my concern is the political nature that has taken over this whole issue and the impression that some of the public may have." She said "our schools in Manchester are not mini-Club Omegas and they're not snake pits. Our students are generally engaged in learning and they're generally in the classroom where they belong. Lt. Riley and the SROs are dealing with that small group that is not engaged in that learning process or at least on that day. But I'm very concerned that the public is thinking 'boy when it gets to 3:00 and my child comes in the door I better fall on my knees and thank God that he has survived another day in that snake pit' because that is not true. We do have problems in some of the schools; however, at this point we have not had a level IV offense come before the Student Conduct Committee this fall. I think that is a testament to the SROs and our own staff and what they have done as well as our students in keeping the schools safe. I hope that we can find the money to pay for SROs but I'm not ready to go out there and give everyone the impression that our

schools are not safe places for children."

Mayor Guinta said "I don't think people are given that impression. I would disagree with your comments. I don't think there is a political nature about this issue but that this is a quality-of-life issue and a public-safety issue. I take it seriously, the Aldermen take it seriously, and I know this Board takes it seriously. I don't view it as a political issue and I don't think it has been handled politically. I think there has been great attention to the SRO situation. I'm passionate about the issue. I've seen the public-safety concerns in this City through a very interesting lens in the last 10 months. I have seen what the officers go through on a day-to-day basis and they not only do exceptional work but a level of professionalism is what you see. I see the impact of the Community policing and the preventative-policing approach has. It's a component of how we provide safety for the public. I believe our schools are safe but I also believe that they're far safer when the SROs are there and we allow them to fully complement what I have instructed the chiefs and the deputies to do in terms of a tactical approach in how to address issues in the City. I think having the resource at your fingertips and having the resource connecting with students is so critical and that's the preventative side. It doesn't mean that the school is not safe but it means that rather than reacting we're being assertive. Having an SRO recognizing that if there is an opportunity in helping a student make a decision where they choose the right path rather than a path that for whatever reason they feel they could go down, that's a quality-of-life issue that is not very measurable. We can't measure those successes as much as we can the failures. That's why I think it's important. The issue at hand is to have a dialogue whether as a policy we should be implementing and utilizing this resource and a secondary discussion has to be who is responsible for the payment of it. I think both sides bear the burden. As Ms. DeFrancis has alluded to, both sides are bearing the financial burden. I clearly don't think this is political. The Aldermen have clearly spoken in unison on this issue and they've taken several votes on it. When the Police Chief was asked last week by the Aldermen his impression was he thought it was critical. I personally believe, particularly after seeing what I've seen after the last 10 months, it is critical. And what I'm getting a sense of is that most Board members think it is a critical component and there are some issues that we have to work out. I wouldn't want to stop the Program because of some improvements that have to be made."

Comm. Scott said "I'm not opposed to the SROs. In fact the Union Leader had mentioned it would be wonderful if they could be in the lower grades as well although I don't ever see us being able to support 23 SROs. I agree that is where the role of the regular beat cop would be in the lower grades where the students become friends with the police officer. I agree with that but I'm not sure where we will find the money to be able to do this. I don't want the impression going out that our schools aren't safe." Mayor Guinta said "I don't think that impression is out there. As long as I am mayor I'm going to focus on the prevention side because that saves lives and it saves opportunities and it's far more successful than the alternative."

Comm. Kelley also thanked Lt. Riley as the other Board members had. She said that she knows it is incredibly tough work that his department does and she would like to see them doing more of it. She said "what I think I'm reading between the lines here is you're understaffed. If you had more people in your department that could fill the gaps when other people are going to court following up on cases where you would be able to put people in the schools to rotate a few other officers for those days when our SROs are out of the schools. I think that is the only way that I feel comfortable having SROs in the schools. I want to know that they're there. As Comm. Ouellette said earlier, I assimilate this to knowing what we're paying for and getting exactly what it is. We want our SROs in the schools. We all feel safer when we have our SROs in the schools. But when they're not and they're in court or investigating other juvenile cases honestly I don't want the School District paying for that. I would rather see the Department provide another officer for the school when the officer is not in the school. That's the only way I'll have peace of mind knowing that when my child is at Hillside there is going to be an officer there. I don't know if there is a solution to that." She said that when the Parks & Rec send a billing we're able to

have a feel of what the School District is paying for. When they're doing cemetery work or working on other fields etc. we're not paying for that. She said "I want to know that the money that we're spending is being spent on the schools to have the Resource Officers in the schools. The teachers and the administrators feel safer and the parents and the children feel safer. Maybe by having more officers they would be able to help more children and maybe catch more people that are child abusers or whatnot." Lt. Riley said that obviously anyone who commands a unit or a division at the Police Dept. would like more personnel. He has a set amount and he had the 7 SROs along with the other people he has mentioned. He also attempts to tap into the services of other departments when available. For example with the Jewett Street problem last year the Community police officers changed their hours to come in to deal with the issue. With Central they like to have extra coverage there and he gets the bicycle officers to be around there and the mounted unit tries to be a presence around there once or twice a week. He tapped into other divisions to deal with the neighborhood issues around West High School last year. More personnel is a magic bullet for everyone. If he doesn't have an individual at a particular school it becomes a shared responsibility. In the 7 SRO system it was easier to deal with the balancing act. School safety is an obvious important issue at the Police Department and they want to properly address it. Comm. Kelley said "last year your department had 4 more people, those 4 SROs. I feel bad that it's the School District that has to pay for 4 more people to come to protect our students who are juveniles instead of that being the responsibility of this Community. It's what we pay taxes for. I want the SROs but I can't believe that because the School District is not paying for the SROs that that department has shorted us and there are 4 less people looking after the juveniles in the City."

Comm. Kelley said "My conscience says I have to vote for 7 SROs because it makes me sick that they've been shorted because the number was dropped from our budget. That bothers me and it shouldn't be that way."

Comm. Herbert asked "can I get a rundown on what we're talking about for money?" He said that he has just learned a lot from what Lt. Riley has shared but he would like information on how much it's going to cost and where the money would come from etc. Ms. DeFrancis said "when we had to reduce the budget we took out 4 of the officers and those were the lower-salaried officers. So \$172,000 came out of our budget. If we wanted to re-instate the officers as of October 16 it would cost us \$156,000 for this school year. As far as where the money would come from, that's tough to answer. Looking at the latest operating statement presented to the Finance Committee last week, a lot of the line items we're going to fully spend. The only thing I can honestly say is if we put a hold on some of these line items where we'd be able to find \$156,000 it would have to be out of supplies, textbooks, and equipment. We plan on bringing a salary analysis forward to the Finance Committee next month but we don't have numbers tonight to say whether or not we have extra money in that line item."

Comm. Herbert asked "does the Mayor on his side of the picture have any help or ideas in terms of funding?" He said this is a situation that has gone on for quite a few years. When we look at the personnel report obviously we have a lot of senior people that are leaving and I see the numbers of the salaries of the incoming persons versus those leaving. Just on today's sheet there is over \$100,000 difference. I think that may be one area. I don't know what the Administration is thinking. I suspect that the majority of the Board is going to vote for the additional SROs but I'd like to have some clean ideas as to where the money is supposed to come from."

Mayor Guinta said "it's not going to come out of books and supplies. I think what we have to do is manage the budget. We have to be very careful and critical of every spending line. When we have an opportunity to identify a service but spend less for it, we need to take those opportunities. If the case is there \$100,000 less in the salaries as mentioned by Comm. Herbert, why that wouldn't be cited as an example of potential use, I'm not sure." Comm. Ouellette said "I'm not sure how he comes up with \$100,000 savings." Comm. Herbert said "I was looking at the person that was leaving and their salary versus the person being hired and their salary and there were significant differences there. And that has been the case for a number of years." Mayor Guinta said "with a \$145 million

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budget I think we should be able to find \$156,000 and we may do it through multiple ways and you manage your budget. It's the responsibility of this Administration to do that and it's the responsibility of this Board to make sure that the Administration is doing that. I think on the City side we're subsidizing 4 of the 7 officers to a certain percentage and quite honestly the Board should get the officers in the schools and we'll deal with the financial issue later. The Board is concerned and wants the officers in the schools. With tradition, unless I'm mistaken, this has always been a chargeback and this has always been a budgeted item by this Board. So why all of a sudden there is a change in that policy, I'm not sure."

Comm. Beaudry said that he thanks Lt. Riley and his officers for all that they do. He knows it is a thankless job in a lot of ways but with the 700+ instances that his staff has worked on in the schools he thanks them for that. They do a very good job. He said "it was a top priority through the budget process for me to keep the SROs along with the 7 middle school teachers in our classrooms and eliminate some of the upper-level administration but the majority of the Board didn't want to do that. But this is a top priority for me and it is not a political issue for me. This is how I stood on the issue right from the very beginning when we started the budget process. I believe the SROs are very important to our students and our faculty in our schools and they do a lot of work in and outside of our schools which relates to the School District. I get upset when everything gets turned into politics when it's not politics. People seem to be sympathetic when paying their taxes for police and fire protection hoping they'll never have to use us because when they do they're in trouble. It's a job that people are paying for but they hope they'll never have to see us. When crime is down we say we don't need the Police Department and just because we haven't had a level IV offense in our schools that doesn't mean we have to get rid of the SROs. It's important to keep the SROs in our schools and that is a top priority."

Comm. Ouellette said "I still don't think it's the responsibility of the School District. I do agree with everything that has been said about the importance of the SROs to the Community and the schools. My question is in terms of paying for the investigations I don't see where that is the responsibility of the School District. It seems that we're paying for police protection and when they're in the schools I don't have a problem paying for that but when a crime has been committed and an investigation has been launched into that alleged crime I think that is the responsibility of the Police Department and it should come out of the Police Dept.'s budget. Otherwise aren't we being taxed twice? We all recognize the need for the SROs but the big question is how to pay for the additional 4 officers for this year."

Comm. Ouellette made a motion that the School District reinstate the 4 SROs in the middle schools provided that the Board of Mayor & Aldermen provide a supplemental appropriation of \$156,000 to help the School District to pay for these officers. Comm. Gelinis seconded the motion.

Vice Chair Stewart said "we all want safe schools." She said that along with the SROs the teachers and the guidance counselors and the administrators play a big role in making sure that the school children are safe. At the next Coordination Committee the Committee will be considering an item regarding safety related to having cameras on the school buses. That would mean \$160,000 to put cameras on all of the school buses. The Finance Committee has been monitoring the remaining balance of the line item dealing with maintenance issues as there are concerns about that. The Board is aware of the concern that with a couple of the high schools they are woefully understaffed. There are many issues to look at and with all of them the matter is where to find the money to address the concerns. The concern of not having enough SROs is not a new topic and neither is the concern about the SROs not being in the school buildings. Lt. Riley has come to the Student Conduct Committee in the past and given presentations on the SROs and to listen to concerns regarding the SROs. Dr. Bass has given reports to the Student Conduct Committee. In terms of the motion made, she will be supporting the motion.

Comm. Kruse said that he strongly supports the reinstatement of the 4 SROs. His feeling is that this Board far too often passes the buck back to the Aldermen. He would rather that the Administration be directed to restore the SROs to the

middle schools and then to come to the Finance Committee with ideas to discuss how to fund these positions.

Comm. Domaingue said that she thinks the School District has to finance the SROs because of the work that they're doing for student safety. It is the responsibility of the School Board to ensure safe schools. She would say that the Board should say to the Aldermen that it has done its part and the Board of Mayor & Aldermen should do their part by giving the District half of the money needed for the funding of the SROs. She would ask that the BMA meet the District half way.

Comm. Kelley said that right now the District is paying for 3 SROs and her feeling is that if the District is paying for the officers to be in the schools they should be in the schools while school is in session. She thinks a job description for the SROs needs to be figured out. She would agree that if the School District is paying for 3 officers the BMA should pay for the other 4.

Comm. Kruse made an amendment to the motion that the Administration be directed to hire back the SROs for the middle schools and that the Administration come to the Finance Committee with line items in the District's budget which would be used to pay for these positions. Comm. Beaudry seconded the amendment to the motion.

Comm. Kruse said that he would like to see the officers reinstated immediately. He said "we have not spent \$145.5million yet in our budget and like we did with the Parkside teacher we have the money to fund this now just as we did with the teacher. We can expend the funds now. The decisions about how, we can hash that out later on. I don't want members to be confused. I'm not suggesting that we wait but I'm saying that we put the officers in starting tomorrow if possible and the Finance Committee and the Full Board can resolve the financial issues in the next month."

Comm. Ouellette said that to him that sounds like very irresponsible budgeting and that's how the District got in trouble in terms of deficit spending some years ago. He said that any time something comes around the table in terms of programming or new programs the first question is always how are we going to pay for it. That is the responsible way, figuring out we'll pay for something before deciding to do something.

Comm. Domaingue said she had 3 points to make. The District's budget when it was sent to the BMA was \$148million but we got \$145.5million. In all fairness we can't say that the Aldermen have met us more than half way and they met us all the way because she is counting several million dollars that were missing from the original request. She is not in support of the current motion on the floor nor is she in support of the amendment. She is in support of reinstating the SROs, effective immediately, out of the School District budget provided there is a caveat in that motion that we ask the Aldermen to step up to the plate and meet us half way. Her 3rd point is one of caution. She is cautious whenever someone says that we'll agree to spend money for things but say that we'll hash that out later on. What happens when we hit later on and we have all of these previous things that have been committed to financially? She said "I see us running into a deficit issue and that's a huge concern for me."

Comm. Beaudry asked for a roll call on the amendment. Comm. Soucy asked "if we were to take a vote this evening the funding issue to reinstate the SRO officers, what realistically Lt. Riley would be the start date recognizing that these officers are currently assigned to other things within the Department that they need to complete etc." Lt. Riley said that he would need to talk with the Chief tomorrow morning. He would say realistically it would be 2-3 weeks. He has spoken to 2 of the 3 SROs who are now out on patrol and they want to come back. Lt. Craig is now doing Internet crimes so there would need to be a hiring of another one.

Vice Chair Stewart asked "Ms. DeFrancis, as our Business Administrator, if this Board voted this evening to reinstate those officers and have to find the funding of the \$156,000 where would you as our BA recommend those funds come from?" Ms. DeFrancis said that as she stated earlier looking at the operating statement right now and not having an analysis of the salary account as far as what was budgeted for salaries vs. how we hired everybody, I would

recommend that the \$156,000 be split between supplies, equipment, and textbooks." Vice Chair Stewart asked "if that were the case what impact might that have?" Ms. DeFrancis said "it would definitely affect the supplies in the 2nd half of the year. There is about \$100,000 set aside for the schools to purchase supplies. Right now we have \$244,000 left in the textbook line item. I would say that 90% of the textbooks are purchased in the beginning of the year so we might have some room in that line item. I don't think it would affect the textbooks that the schools have asked for. As far as equipment, that would pretty much put a hold on certain types of computer equipment unless it was a necessity or a special ed item." Mayor Guinta asked "how much is left in the salary line item?" Ms. DeFrancis said "\$61million." Mayor Guinta said "you don't think you can find \$156,000 in a \$61million line item?" Ms. DeFrancis said "as of this point I cannot commit to that. As I reported at the Finance Committee on Monday we have a problem in our substitute line item. The FY06 results came in at \$1.1million and we only have a budget of \$949,000. So I already know there is an issue on the substitute line item. Will I come back in another 2 months to say there is additional funding in the salaries, it's possible, but as of tonight I cannot say that there is money left in that line item." Mayor Guinta said "but it's an area that you can look at." Ms. DeFrancis said "absolutely, and I plan to bring an analysis to the November meeting of the Finance Committee."

The roll call vote on the amendment took place at this time. Voting in favor of the amendment were Comm. Kruse, Beaudry, Langton, Labanaris, and Mayor Guinta. Voting against the amendment were Comm. Ouellette, Domaingue, Kelley, Scott, Herbert, Soucy, Gelinas, and Vice Chair Stewart. The amendment failed by a vote of 8-5.

A vote on the original motion that the School District reinstate the 4 SROs in the middle schools provided that the Board of Mayor & Aldermen provide a supplemental appropriation of \$156,000 to help the School District to pay for these officers was taken at this time. Voting in favor of the motion were Comm. Ouellette, Kelley, Scott, Soucy, Gelinas, and Vice Chair Stewart. Voting in opposition to the motion were Comm. Domaingue, Langton, Herbert, Labanaris, Kruse, Beaudry, and Mayor Guinta. The motion failed by a 7-6 vote.

Comm. Domaingue made a motion to fund the SROs out of the School District budget immediately and request that the Aldermen step up to the plate and meet us half way and provide 50% of the funding with the understanding that we can't mandate that. Comm. Herbert seconded the motion.

Comm. Kruse asked "if the Aldermen were to say 'no' what would we do?" Mayor Guinta said "I think everyone should vote yes on this." He said the critical thing is to get the SROs back in the schools. He can't tell how the Aldermen will vote. He doesn't know of a history of any request to the Aldermen after the budget has been approved and adopted. Comm. Ouellette said "we did it once and the answer was 'no'." Mayor Guinta said he was not sure how things would play out but the Aldermen have asked him to work with this Board and this Board is asking him to work with the Aldermen. He would urge the Board to vote yes and he will see if he can make this motion a reality.

Comm. Kelley asked "are we asking for half of the \$156,000?" Comm. Domaingue said "no, I am moving that we vote to reinstitute the SROs immediately and fund it through the School District budget. As part of the motion I am making a request that the BMA step up to the plate and meet us halfway. By no way is it a mandate and if they choose not to do so that would make me sad. I would hope that they would step up to the plate but if they don't then it would come out of the School District budget entirely. What I'm looking for is half of \$156,000."

Comm. Beaudry said he would support the motion because of the Mayor's comments that we want the SROs in the schools, starting tomorrow if we can. The School District would be paying for them and we have to be fiscally responsible for the money that was given to us by the Aldermen. If the Aldermen want to give us more money down the road that would be up to them.

Comm. Ouellette said that he didn't think he could support the motion. He

thinks this will put the District in a bind and it is fiscally irresponsible to expend \$156,000 without knowing where it will come from. Right now if we take the money out of books and supplies and paper, come April our phones are going to be ringing off the hook because we won't have the proper supplies to run the School District. I have not gotten one phone call concerning this issue."

Mayor Guinta said he doesn't think this Board makes decisions based on the number of phone calls it gets. He said "our job is to do the best we can with the information at our fingertips. Do we want to hear from our constituents, absolutely, but let's not make a decision based on whether we got 5 phone calls or 27 phone calls because that is not representative of the 10,000-20,000 people you each represent. This issue has to be about the responsibilities of the District and what the SRO means to this Board and what the communication process should be. There are issues that have to be worked out as we move forward. To me this is about making a decision so let's make the decision and go from there." Comm. Ouellette said "I think we are being responsible to the District and we're being fiscally responsible if we can pay for something and know where it is going to come from. I'm not comfortable with paying the full amount of money that I really don't think that this District is on the hook for." Mayor Guinta said "on previous budgets you voted for a chargeback. In this budget you voted for a chargeback. So while all of a sudden there is a shift in that policy decision, that doesn't make sense to me." Comm. Ouellette said "during this budget cycle is when it started to come to light that there was a problem in terms of last year's service that we got from the SROs. That is how this was predicated. The principal from Parkside was pretty much up in arms about how not connected with the school the SRO was." Mayor Guinta said "don't take that out on the SRO Program." Comm. Ouellette said "I don't want to but you were asking how come this came up and for me this is how this came up and the Administration brought up how we were going to pay for the SROs."

Vice Chair Stewart asked "Your Honor, as Chairman of this Board and head of the Mayoral Board, if this motion passes are you going to go back and strongly recommend to the Aldermen that they do this?" Mayor Guinta replied "yes. The Aldermen want to get it done and I want to get it done. Everyone seems to want to get it done. Nobody wants to appropriate the money. If this is the best this Board is going to do I have a responsibility to administer the City the best way I can and to me people don't want to hear us bickering about \$156,000 but they want to see the SROs in the schools. So whatever it takes, that's the pledge that I'm making. My personal belief is that this Board should bear that cost. This Board has challenging decisions to make each and every day. I recommended changes that this Board didn't want to support and that's the Board's complete responsibility to do that. The fact that we're now going to go back to the Aldermen to ask for money, I applaud the effort only because it gets the SROs back in the schools. I will go and I will sit with the Aldermen and I will see if I can make the vote happen. I'm telling you that being an Aldermen for 4 years and now serving as the Mayor I know that they don't take kindly to these types of requests. However, this is a public-safety issue and so far I think the City is fairly unified in how we approach public-safety issues so maybe we'll be surprised." Vice Chair Stewart said "we did accept a chargeback, we accepted a chargeback for 3 officers that were the highest paid officers. The Board has also spoken time and time again about our commitment to direct student services and to making sure that our classrooms are properly staffed. As we sit here tonight our classrooms are not properly staffed. I mentioned the \$160,000 possibly for cameras and we're looking at least \$30,000 in high school teaching positions for half-time people and giving some teachers stipends just to take care of the inequities and over-crowding in classrooms. I can't strongly enough tell this Board this maintenance issue is a real concern because we sometimes get hit with \$20,000-\$30,000 at a whack per month for maintenance issues that need to be fixed. When a boiler goes we can't say everyone needs to wear mittens and sweaters. These are very difficult decisions. We do have SROs in our schools and we have a good working relationship this year thanks to everyone's efforts and we do have faculty and administrators working every day to make sure that we have good student relationships in learning information from students."

Comm. Soucy said "it's clear there are 2 issues. There is one this Board

could probably take a unanimous vote on and that's to restore the 4 officers. I almost wish that we could bifrogate this motion because that's really what all of us are here to do and what all of us want to do and it is what I think the Aldermen want us to do. But the fact is I can't vote for a motion when it is sort of a wing and a prayer that maybe they'll fund half and they don't like getting requests for funding. I was an Alderman. They're having a tough time living within their budget. Mayor, you know there are plenty of competing issues. There is a very small contingency. You know, we had a Fire Commission meeting today and we're worried about overtime in the Fire Dept. so that's a concern. There are so many competing interests along with the list that Comm. Stewart just described. I can't make an informed decision tonight about whether or not this School District budget is going to be sufficient if we start spending more money for things like this. I just don't understand why if this is part of the Police Department budget why we're even having this debate. If it's so important to the Aldermen and to you, Your Honor, I don't understand why those officers can't be put back in our schools now and why we can't continue to have this debate about how they're funded because I still feel as Comm. Ouellette does that we should not be paying for services that we don't receive. Until we can get some of those issues ironed out I just don't see how we can move forward. I think it's a terrible shame if we don't get those officers back in the schools."

Comm. Kruse asked for clarification on the motion. He asked "if we go ahead and fund this ourselves and then wait to see what the Aldermen do, the money for this will not come from books and supplies and other direct classroom construction, it will come out of the City Services line item because that is where this properly belongs. That line item has not yet been expended in its full amount yet. So we do have the time to figure out where we're going to find this money if the Aldermen were to decide to not provide the additional funding to us. I want to make sure that people understand that we're not choosing between textbooks and Resource Officers here."

Comm. Domaingue said "I know there have been situations in the past where we have gone back to the Mayor & Aldermen to ask them for additional funding for things that are clearly under the umbrella of the School Board and what it generally funds. I think this is a situation that because it pertains to public safety it opens that door to negotiating with them and to asking them. If it is so important to the Aldermen that they're taking a vote asking us to please think about this and if it is so important to the City of Manchester and it is so important to you, for lack of a better way to put this can we stop being so pessimistic for 6 seconds and try to work this out as opposed to shooting it down before we get it off the ground."

Comm. Kruse called the question. A roll call vote was requested. Voting in favor of the motion to fund the SROs out of the School District immediately and request that the Aldermen step up to the plate and meet us halfway and provide 50% of the funding with the understanding that we can't mandate that were Comm. Domaingue, Kelley, Langton, Herbert, Labanaris, Kruse, Beaudry, and Mayor Guinta. Voting in opposition to the motion were Comm. Scott, Soucy (she voted no to the motion but yes to the Resource Officers), Gelinas, Ouellette, and Vice Chair Stewart. The motion passed by an 8-5 vote.

Vice Chair Stewart said "I will join you, Your Honor, to advocate with the Aldermen. I will be delighted to do so." Comm. Kelley said "I would remind the Aldermen that for all of those budget cycles that we gave back surpluses that maybe they take that in consideration and they look to immediately helping us fund these Resource Officers." Comm. Scott said "I would suggest that our grant writer and perhaps the Police Department has a grant writer that could look into some type of grant or a joint grant that could pay for this."

A 5-minute break was taken at this point in the meeting.

BOARD AND SUPERINTENDENT COMMUNICATIONS

Comm. Domaingue said that she received a call last Friday from Parkside Middle School and she went over this morning to visit. They have an issue with the gym floor. She distributed pictures she took that morning. She said that

upon entering the gym on the right-hand side the floor has lifted up from the side and it is creating a rippling, waviness to the floor to the point where it is up to the foul line of the basketball court. There is almost a half-inch to $\frac{3}{4}$ inch difference to the floor in different parts because of the ripples. The floor had been installed just 2 years ago. This is a concern for many reasons including that the basketball team will soon be using the gym after the Thanksgiving holiday. This needs to be addressed as the condition of the floor has worsened considerably since the beginning of school and over time. She said that she would think there is a warranty that was in place with the installation of the flooring so she would ask that that be looked in to to see what can be done about getting the original contractor to fix the problem. With each day the problem is increasing and the rippling is spreading across the gym floor.

Comm. Beaudry said that he got a phone call from the assistant principal at Parkside about the situation. He called Tim Clougherty and he was aware of the problem. Apparently there was a bubbler that was leaking and it was leaking for quite some time. They shut the bubbler off and stopped the leak. The water that had gotten under the floor they were hoping that it would dry out and not damage the floor. They had sent someone over there to look at things and they felt it wasn't bad enough where it would impede the playing of basketball. But it has been getting worse. He said that he was going to bring it up at the next Building & Sites Committee meeting but he would get in touch again with Mr. Clougherty. If it is a danger to the student athletes this should be repaired as soon as possible. There is a question on the warranty. There is a similar situation at Hillside where their basketball court had to be redone. The floors are only a couple of years old yet we were told that they only had a one-year warranty. Hopefully we can find some way to extend the warranty to cover these floors because they were extremely expensive to put in.

Comm. Labanaris said that she got a call regarding a textbook issue at West High School. Some of the classes at West have no English books and no math books. She asked if the Superintendent is aware of this situation. Supt. Ludwell said that he was. He had Dr. Bass look into it. In both cases, the courses or the books are going to be discontinued after this year. Asst. Supt. Bass said that the Integrated Algebra class is being discontinued. There are a number of ancillary materials being used in that class and the Math Department had gone into this year with the thought in mind that there would not be a textbook per se but they would be using a variety of materials as this year phases through. As to the English class, he is not aware of any issues. He is aware there was an issue with a chemistry class. The text is used as a reference and it stays in the classroom. It is not going home but there are other materials that are going home. They're still in flux with what they're going to do with that particular class. All of the books should be accounted for. He has had several conversations with the building principal at West about the issue and he would re-check this tomorrow. Comm. Labanaris said "so at this time students at West High School are getting duplicated copies of text and that's the way they're operating for the remainder of the year." Asst. Supt. Bass said "I wouldn't say they're getting duplicated copies but there are other materials that are being brought into the class. Some are work sheets and other resources that are being used."

Comm. Labanaris said she would like to bring up Mr. Jutras' question made during the public forum regarding stopping the bus on Mondays for CCD classes. She said it is incumbent on the Board to answer his question as to why those children cannot stop to go to CCD classes if they've been doing this for 20 years.

Comm. Gelinis said that he has talked with Mr. Jutras on this matter. It is a very simple request. Bus #1 leaves Green Acres School and at some point it comes up Candia Road which it does every day. It takes a right-hand turn on Lovering Street. Their request is that when it comes up Lovering Street the bus stop at the parking lot at St. Pius Church to drop off the 6-8 students to go to their CCD classes. The bus would then continue going up Lovering Street as it does every day.

Mayor Guinta said he thought this issue had been resolved. He asked Dr. Bass if his office hadn't called him about this. Dr. Bass said that he referred the matter to Asst. Supt. Burkush. Asst. Supt. Burkush said that what had been referred to her was about another issue related to a request related to St.

Casimir. Asst. Supt. Burkush said "we have denied the request and we have informed the parents of the School Board policies and the administrative policy. It is BOSC policy #101. This deals with how exceptions are granted. They're not granted through the Administration but they're actually granted through the Board of School Committee. With all of the parents that she has spoken with she has actually read the policy for exceptions that any person may request an exception and what they have to write in their letter to the Superintendent. The Supt. would then conduct an investigation and bring it to the Board. Then the Board has to consider the disposition of all prior requests for exceptions to the same or similar policy."

Comm. Gelinas made a motion to direct the Administration to work out the necessary details with the principal at Green Acres School. Comm. Kruse seconded the motion.

Mayor Guinta asked if the motion would ignore the procedure mentioned by Asst. Supt. Burkush. Mrs. Burkush said "that's correct. There has been no letter that I know of received by the Superintendent..... Mayor Guinta said "I'd like to get this passed and I got a similar request." Comm. Kelley said she got a call about a similar thing regarding Girls Inc and Parker/Varney School. There are 6 or 7 students from Parker/Varney that go to Girls Inc after school so they would like to be allowed to go on the bus to be dropped off at Girls Inc because it already stops there. Comm. Scott said that she had also received a request. Mayor Guinta said that those requests make sense. He said "I accepted a motion but procedurally if we vote to approve this how does that impact what you just read?" Asst. Supt. Burkush said "actually it would go against the Board policy." Comm. Gelinas said "we'd have to move to waive the Board policy for this particular item and then allow the Administration to do the necessary steps." Comm. Gelinas said that he would withdraw his original motion and Comm. Kruse agreed.

Comm. Gelinas said that one of the reasons why the parents didn't send a letter to the Administration was because they felt it would take a very long process and by the time it all got completed and it got into the Board's hands, school would be over and the kids would need to find another way to get to CCD class. He said "I suggested that they do this."

Comm. Domaingue asked "can we amend the motion to group all of the requests?" Asst. Supt. Burkush said "we have lists of requests. We would probably have to determine the fiscal impact of this and bring it to the Finance Committee. We have no flexibility in our transportation budget." Mayor Guinta said "most of the requests are in allowing kids to get on a bus and drop them off where a bus is already stopping. Your example of stopping a bus on a road it is already driving down, wouldn't mean a fiscal impact because it would just mean stopping 3 times instead of twice."

Comm. Soucy asked "how much fiscal impact could there be? It's not changing a route but just adding one additional stop for a group of children. I can't speak to the other requests because I don't know what they are but I can speak to Mr. Jutras' request. This is something that this Board allowed to happen for over 20 years and so we'd just be reinstating something that we had previously done. I don't understand the complication."

Vice Chair Stewart said that this is an issue that in general Mrs. Burkush has spoken to me about several times as the chair of the Coordination Committee. She said "here is the issue. I'm not sure if those students currently ride that bus or if this is a bus that they are going to join. For instance, if a bus is full and we wanted to add students that would create an issue. And there is also the issue of making sure that schools make sure that kids are going to the right places after school. This particular request might be simple but everybody thinks their's is. It's a more complicated matter."

Comm. Labanaris said "while I think it's important that we try to accommodate parents and students as much as we can we also have policies that have to be adhered to so we really need to examine each case on a case-by-case basis and where possible we need to follow the rules that we set up. We'll have mayhem if we don't do that."

Comm. Herbert said "I agree with Comm. Labanaris but in this particular case we should take a vote to see if it is the Board's desire to solve the matter. But

maybe we should revisit the policy to allow a little flexibility on behalf of Asst. Supt. Burkush. For instance if a request doesn't entail over-crowding a bus etc. then she can say "no" or bring it to us after the process. I think we should get this off the dime and then go to the Coordination Committee to see if there is something that can be done to make things a bit more flexible."

Comm. Beaudry said "I think it should be part of the motion that the parents sign a waiver. I know when we did the policy there was a major discussion about safety and kids getting on a bus and wanting to get off with their friends. Then the parents are saying 'where's my kid' because they had gotten off 2 stops down the street and they hadn't told their parents. There is a safety problem with this also. The bus driver has enough of a problem getting the kids to their appropriate stop without being a taxi driver. With this situation if it's been happening for 20 years I don't know why it was stopped but we should look at this on a case-by-case basis because we don't want to put our kids in harm's way."

Comm. Gelinas said that Mr. Jutras had said in his presentation earlier this evening that they were willing to sign a waiver. This is a simple request. There are no additional students going on the bus and the bus is not taking a different route. The parents are asking that the bus make a stop on a street that it is already going up on and for just one day a week.

Comm. Kruse said "I want to come to Mrs. Burkush' aid a little bit here. I do think this is a very simple request and this one would fit in a reasonable exception to the rules that we have and I'm prepared to support this this evening. But I do think that we have to make sure that we're clear tonight in saying that this does not represent the Board necessarily changing its view on how we deal with these circumstances yet. We don't want to open the floodgates. I've gotten calls and others have as well about folks wanting bus stops moved and changed and those change every year. We're trying to establish in our District a predictable and consistent set of bus stops so that there is some order to it and it doesn't fluctuate every time someone new moves into a neighborhood. In a case like this where we're driving right by and it's a place where students are going I would support the request."

Comm. Kelley said she would address again the issue with Girls Inc. Currently Girls Inc picks up at the middle schools and elementary schools those students that participate in their organization. What they're asking for is for transportation to be provided from that one school, Parker/Varney, to go to Girls Inc. When they're picking up students with their van, because of the amount of stops they have to make they're keeping teachers later at the school to supervise those children. She said that she understands that this request shouldn't be taken up tonight but she would wish that the Coordination Committee look into it. She knows that Mrs. Burkush has heard about this request and Mr. Smith from the MTA as well and it has been declined. The request is for 8 students from Parker/Varney be allowed to ride the bus that goes right by Girls Inc. The request is just for that one school and the bus is not over-crowded but it would help out Girls Inc and help with the pick up at the other schools.

Comm. Gelinas made a motion to waive the Board's policy and direct the Administration to work out the necessary details to respond to the request of Mr. Jutras to drop off children from Green Acres School's bus #1 at St. Pius Church on Mondays for CCD class. The parents would need to sign a waiver. Comm. Kruse seconded the motion. The motion passed by unanimous vote.

Comm. Scott said that the 21st Century Grant will be having a celebration, Lights On, tomorrow night from 6-8pm at the PAL Building. Board members have been invited to attend.

Comm. Langton said she had a question about the enrollment report. She asked "could we add 2 more lines to the middle schools in reference to the self-contained. It's misleading and hard to account for the number of total students per grade level. It would be more clear with those 2 lines. When it jumps to the high schools they don't have that same set-up. If there were 2 more lines vertically rather than horizontally it would enable us to find how many students

are in each grade level." Supt. Ludwell asked "do you want a separate line for the self-contained?" Comm. Langton said "divided up by grade level just so we're sure of how many students are in each grade level."

Comm. Beaudry said that he had the pleasure to attend the Jewett Street School 50th anniversary celebration. He commends Principal Battistelli, her staff, and the PTG for organizing the event. It was a great day with over 200 people in attendance. He also thanks the Manchester Fire Dept. and Engine & Truck #7 for coming to give a presentation to the kids.

Comm. Ouellette said that in the paper today there was an article about the start of the game on Friday night being at 5:00. He commends the 2 Athletic Coordinators and the Athletic Director in getting a short-term solution to the problem. There was a problem last year when it was total mayhem after the game. He said that he is concerned with the game time and people being able to come to see the game. He asked if in the discussions about this if there was any thought to the possibility of when scheduling the games to moving this game to a Saturday afternoon. Asst. Supt. Bass said that the issue was discussed in March when they were doing the scheduling for the next year. It was a decision that was made by the Athletic Director and the 3 ACs and it was in reference to the fact there are issues between the 2 schools when the game had been played on the Friday night. In terms of moving it to a Saturday or changing the location that is something that can be taken up with the appropriate parties.

Supt. Ludwell referred to a handout that had been distributed to the Board of the Enrollment Comparison report. He said it is a comparison of general enrollment of October 2005 to October 2006. The bottom line is in October of 2005 the District had 17,597 students and as of October 1 of this year the District had 17,325 students which is a difference of 272 less students. He said they are just starting to analyze this. If one looks at the numbers there is no real pattern to it. There are some schools in an area increasing while nearby schools are decreasing. They are not certain why. For example, Beech Street Elementary School lost 8 students yet some are gaining 32 students.

Finance Committee—Doug Kruse, Chair

Comm. Kruse said that the Finance Committee met a week ago and they took up a number of items that are before the Board for approval tonight. Also, the Finance Committee met this evening prior to the Full Board meeting to discuss the several forms that need to be turned in to the State each year.

Comm. Kruse said that the Professional Leave Requests include an item that was just passed at this evening's Finance Committee meeting to send an individual to the National Association for the Education of Homeless & Youth Conference. That conference is required by the grant. There was some mix-up with the request getting to the Committee in a timely fashion. The Committee is recommending approval of that request in addition to the other requests presented.

The Treasurer's Report had been accepted by the Committee. The Manifest of Authorized Expenditures of the total amount of \$7,008,614.69 for Accounts Payable—All Funds and in the amount of \$6,623,370.21 for Payroll—All Funds was approved. The City Services Billing was reviewed and approved at the total amount of \$49,057.72. The Committee approved the Operating Statements for Expenditures & Revenues and they also approved the School Food & Nutrition Services Operating Statement.

Comm. Kruse said they would be pulling item "g" School Food & Nutrition Services Bid Result. He said that this matter would be going back to the Finance Committee for further discussion.

He said that the Committee approved the School Facilities Rental Fee Increase. The proposal would mean that in essence the fees would go into effect on January 1. The energy fee would rise to \$15 per hour from \$8.80 per hour and the room rental would go to \$30 from \$17.60 and the room energy fee would go to \$12 per use from \$6.60 per use. The energy fee maximum would rise to \$100 per event as opposed to the current \$50 maximum. The charges for using an auditorium or cafeteria or gym or piano would remain the same. The bottom line here is our costs have sky-rocketed over the last number of years since we last raised these and these adjustments are intended to keep pace with

the rising cost of energy. With respect to keeping the auditorium, cafeteria, gym, etc. the same, there are only a handful of groups that use those each year and they all fall under the category of folks we generally don't charge for anyway. So that proposal is being submitted for the Board's approval this evening.

There were grant requests that came to the Finance Committee with unanimous consent by the Curriculum & Instruction Committee. The Committee approved the Title II, Part A—Preparing, Training, & Recruiting High Quality Teachers and Principals, the Title III, Language Instruction for LEP Students, K-12, the Title IV, Safe & Drug-Free Schools and Communities, the Title V, Innovative Programs, the Continuation of the New Hampshire Refugee School Impact Project, and the Frederick Smyth Institute of Music Grant.

Comm. Kruse made a motion to approve the Professional Leave Requests, the Treasurer's Report, the Manifest of Authorized Expenditures, the City Services Billing, the Operating Statements—Expenditures & Revenues, the School Food & Nutrition Services Operating Statement, the School Facilities Rental Fee Increase, the Title II, Part A—Preparing, Training, & Recruiting High Quality Teachers and Principals, the Title III, Language Instruction for LEP Students, K-12, the Title IV, Safe and Drug-Free Schools and Communities, the Title V, Innovative Programs, the Continuation of the New Hampshire Refugee School Impact Project, and the Frederick Smyth Institute of Music Grant. Comm. Gelinas seconded the motion. The motion passed by unanimous vote.

Comm. Beaudry said that regarding the City Services billing there was an item regarding the Hillside floor and the Finance Committee had asked Supt. Ludwell to send a letter to Frank Thomas or Tim Clougherty indicating that we'd like to get reimbursed the money paid for that item. Supt. Ludwell said that there has been a verbal request but it has not been put into writing to date. He would be doing so.

Comm. Gelinas said that the item that had been pulled from the agenda was regarding the pizza bidding matter. Mr. Burkush came forward. He asked "if the item was pulled who do you wish us to purchase pizza from in the interim of this being voted on by the Board? Should he follow the current procedure?" Comm. Kruse said that he spoke with Ms. DeFrancis about this when making the decision today. The status quo would remain as there is no new contract. The Finance Committee would likely hold a special meeting to take this up in a timely fashion.

Coordination Committee—Leslee Stewart, Chair

Vice Chair Stewart said that she thanks Comm. Leonard for chairing the last Coordination Committee meeting. She said that her granddaughter, Lily, was born so she was with her family that evening.

At the meeting the Committee talked about continuing the NH School Boards Association District Membership and the recommendation is to continue the membership as they felt it was a valuable membership. The cost for the membership is \$7,600.

Vice Chair Stewart made a motion to approve the NH School Boards Association District Membership. Comm. Herbert seconded the motion. The motion passed by unanimous vote.

Vice Chair Stewart said that last month the Board voted to form a committee to consider neighborhood elementary school locations and size and design and how to best deliver those educational services to students. She said that she and the Mayor met last week and she would like to name the committee this evening. Comm. Herbert from the Building & Sites Committee had asked to be on the committee and he is on the committee along with Comm. Soucy from the Curriculum & Instruction Committee, Ms. DeFrancis for finances, Dr. Aliberti for elementary education, Bob McKenzie from the Office of City Planning, Brendan McCafferty who is the assistant principal at Beech Street School, and a parent from McDonough School who also has a student at Hillside Middle School, Leslie Want. She said that she would ask Comm. Herbert to chair that committee. She and the Mayor would meet with him to talk about the committee's charge but they would ask that a presentation be made to the Board no later than February

1, 2007. All of the members of the committee had been contacted and they have agreed to serve on the committee.

Vice Chair Stewart said that in the Board packet members received a notice from the NH School Board Delegate Assembly which is meeting on November 4. She is informing the Board in case a member is interested in attending to serve as a representative.

Curriculum & Instruction Committee---Katherine Labanaris, Chair

Comm. Labanaris said that at the September meeting of the C & I Committee the Committee spent the majority of the evening on various entitlement and grant programs. They began with training and recruiting high-quality teachers which is Title II A. Mrs. Brisson explained that once again this year our District will use the funds to continue to support class-size reduction teachers in our primary grades in 25 classrooms in 8 high-need schools. Title III, Limited English Proficient Students, K-12, those funds will be used for 2 ELL teachers, 2 half-time social workers, intensive summer language institutes for professional development and translation services, as well as for 3 bi-lingual parent liaisons. Title IV, Safe & Drug-Free Schools and Communities, these entitlement funds are 25% lower than last year's numbers; however, the District will continue to fund MAPA, the alternative-ed program at Parkside. Title V, Innovative Programs, this formula grant funds local reform efforts. It is 50% lower than last year. The District however has decided to use the funds to pilot a K-2 reading intervention program as well as to allocate \$5,000 to the Gifted & Talented Program. The NH Refugee Impact Project, the NH Office of Energy & Planning received a grant for \$120,000 to respond to the effects of the influx of refugee families who have re-settled here. Project activities include a refugee social worker's salary, supplies for student and parent activities, books and backpacks for students, translation and interpretation services, as well as an evaluation program. The Frederick Smyth Institute of Music grant, the District's Fine Arts Director, Chris Martin, applied for and received a \$5,000 grant to be used for the repair of Music Department equipment.

A preschool assessment tool that was selected by Principal Patricia Storm and her staff. It is the Creative Curriculum Development Continuum Assessment for ages 3-5. This particular tool was chosen because it is an established web-based system. The USNH Project Mentor is in its 10th year at UNH and it was presented by Dr. Barbara Krysiak of UNH. She gave the Committee an impassioned presentation about her middle school drop-out prevention program. Its purpose is two-fold; to lower the drop-out rate and to increase post-secondary aspirations among students. The Anti-Violence Program, Ms. Allard represented the YWCA and spoke to the Committee about a proposed program at Southside working with administrators and students on strategies to combat violence. A request was made for a para-professional at MST. A para-professional is needed in the Health/Science class at MST.

Comm. Labanaris made a motion to approve the Continuation of the NH Refugee School Impact Project, the Frederick Smyth Institute of Music grant, the Preschool Assessment Tool, the USNH Project Mentor Program, the Anti-violence Program, the Request for a Para-professional at MST, the Title II, Part A- Preparing, Training, & Recruiting High Quality Teachers and Principals, the Title III, Language Instruction for LEP Students K-012, the Title Title IV, Safe and Drug-free Schools and Communities, and the Title V, Innovative Programs. Comm. Soucy seconded the motion. The motion passed by unanimous vote.

Comm. Labanaris said that at the information session at the C & I Committee meeting Dr. Bass explained last spring's NEAP results highlighting the fact that as an entire school all 3 of our high schools did very well. However, the sub-categories or cells within the schools tend to drive the scores down. He also discussed an excellent result in the AP exams. Dr. Bass noted that many students scored 4s and 5s on the exams. The scores range from 1-5 with 5 being the highest. The Administration is currently working on making AP exams mandatory if students wish the AP designation included on their transcripts. The District in Need of Improvement update was presented by Mrs. Lecaroz who

updated the Committee on summer events and institutes. The Committee also had a lengthy discussion on curriculum mapping. The next meeting will take place on Monday, October 16.

Building & Sites Committee---Arthur Beaudry, Chair

Comm. Beaudry said that the Committee presents 3 items this evening. The first item is the City Facilities Department Invoice Items including the Henry Wilson School basement, Northwest's flooring replacement due to cracking and lifting of tiles, the Hillside Middle School gym floor sanding, sealing, and re-finishing due to the loss of bond of the original seal. Also the West High School exterior parging of concrete walls and repairs and repointing. The 2nd item was the Parker/Varney School Project which is to approve a change order for additional work in the new classroom for the gifted and talented program, additional work at stairwell entrances due to the site elevations, additional data runs connections, additional fire-alarm equipment requested by the Fire Department, and also the rental of 4 trailers for 2 months. The total cost of this is \$17,865. The 3rd item is the Invoice Item Regarding Central High School Garage. This is being sent to the Joint Building Committee due to the fact that we felt this issue should have been dealt with through the design/build project and the District shouldn't be paying this cost.

Comm. Kelley asked if the pumps for Central's garage will be put in place before winter. Comm. Beaudry said that the pumps are already in place but now the question is who is going to fund them. It was mentioned it was \$800 at the Joint meeting but now the figure is up to \$2,500.

Comm. Beaudry made a motion to approve the City Facilities Department Invoice Items, the Parker/Varney School Project, and the Invoice Item Regarding Central High School Garage. Comm. Gelinis seconded the motion. The motion passed by unanimous vote.

Comm. Beaudry asked "with the committee that was just established I hope that that is not going to circumvent the rules of the Board where the Committee on Building & Sites 'shall determine which sites it shall examine further and shall request funding necessary to appraise land and conduct engineering studies and the Committee shall proceed to implement such decisions'. So that should come back to the Building & Sites Committee. Mayor Guinta said that he did clarify with Vice Chair Stewart that that committee would try to have an articulated position by this Board so the Aldermen would have a document that they can use in their decision-making factors. The report would go to the Building & Sites Committee and to the C & I Committee before it comes to the Full Board. Comm. Beaudry said "I would like to make a comment about the noise that these lights in this room are making this evening. We couldn't hear half of the speakers and it is an embarrassment to the people that come before this Board. At the Building & Sites Committee it was brought to our attention that they want the School District to pay to repair the lights. We're paying a quarter of a million dollars in rent for this building and I think that who we rent from should make sure that the facility is appropriate for what we're utilizing it for, especially for a Board meeting. I think it is unconscienable for them to ask us to fix their building. I would hope the Administration gets this problem resolved and whoever owns the building is the one who repairs it. I don't think if you're renting an apartment they're going to tell you to do the electrical work in your apartment. It's ridiculous and the noise level here is unacceptable."

Supt. Ludwell said "we've obviously discussed it with the management firm before and we will bring it up to them again. This noise was reported to them this afternoon." Comm. Labanaris asked "when you spoke with the management company what did they indicate to you, that they would repair it or.....?" Supt. Ludwell said "they came back that they could repair it but it would be at our cost."

Comm. Kruse asked "does the contract not specify how matters like this are to be resolved?" Supt. Ludwell said "I'd have to look at the contract again." Comm. Kruse said "I might suggest that if they're going to charge us to fix the lights that we'd be happy to pay for it but we'd deduct that from our rent check."

Student Conduct Committee---Debra Langton, Chair

Comm. Langton said that the last Student Conduct Committee meeting was held on September 20. Mr. Willis, the principal at Southside Middle School and Mr. Thissell, the assistant principal, made a presentation to the Committee on an initiative that is currently being implemented at Southside known as PBIS which stands for Positive Behavior Interventions and Support. This initiative is designed to teach acceptable and appropriate behaviors as well as acknowledging those behaviors. The idea is that increased learning will result due to the positive learning environment. Both administrators are very confident that this program will make a significant impact on the culture and climate at Southside.

Mr. Schubert, the Director of Alternative Ed, provided the Committee with his monthly update. The Ombudsman Program had 59 students when school opened and interviews are currently taking place with the students on the waiting list. The PASS Program currently has 82 students, 18 of which are new and enrolled since the beginning of the school year.

At this time she would give the quarterly report regarding student disciplinary decisions and then she would provide the Board with the 2005-2006 school year statistics. Nine hearings took place during the quarter which includes the months of July, August, and September. One hearing was an expulsion and the other 8 hearings were appeals. Seven were at the high school level and 2 were at the middle school level. Of the 8 appeals, 6 were approved and 2 were denied. Both denials were at the high school level. For the 2005-2006 school year statistics, there was a total of 29 expulsion hearings. Eleven were at the middle school level and 18 were at the high school level. There was a total of 12 appeals including the 8 previously mentioned. Five were at the middle school level and 7 were at the high school level.

The next Student Conduct Committee meeting will take place on October 18 at 7:00p.m.

Athletic Committee---Robert Leonard, Chair

Comm. Kelley, a member of the Athletic Committee, would present the report due to Comm. Leonard's absence due to illness.

Comm. Kelley said that it was a very nice Athletic Committee meeting as the Committee recognized the student athletes of the month. It's great to see the athletes come forward. She said that she looks forward to doing that on a monthly basis. The Committee also moved the coaching nominations to the Full Board for consideration.

Comm. Kelley made a motion to approve the Coaching Nominations. Comm. Domaingue seconded the motion. The motion passed by unanimous vote; Comm. Ouellette abstained from the vote.

Comm. Beaudry said "when we got the packet for the Athletic Committee meeting the coaching nominations wasn't it. Is that a change in how we're going to do this?" Comm. Domaingue said that the Athletic Director actually apologized that evening. He had omitted the nominations from the packet because he was still trying to nail down one last nomination so it was late. Normally they would always go out with the packets. It was a simple omission.

Coaching Nominations Memorial High School

Kelly Duchesne	Basketball Girls' Freshman
Mark Leonard	Basketball Girls' JV
Beth Dooly	Lacrosse Girls
Meredith Bryar	Swimming

Comm. Kelley said that she is a member of the Safety Review Committee. They were talking about the School Administration Offices amongst other safety issues in the schools. What was mentioned is that there is no panic button for the receptionist in this building. If somebody comes in that is the first person they see. If someone were screaming she is not sure anyone could hear her because of the way the building is set up. Hopefully something can happen with

this situation because there should at least be a panic button of some sort. They're right out there and there is nothing there to protect them or make them feel safe. She would ask that this be addressed.

OTHER BUSINESS

Vice Chair Stewart said that she and the Mayor had the opportunity to meet last week and 2 items came up that they decided to bring forward to the Board tonight. The first item is our Board meetings have traditionally started at 7:30p.m. There is the thought that maybe a 7:00 start as we do most of our meetings might be in order. They were wondering what the consensus of the Board was for that. There is nothing in the Board rules that states that the meeting has to start at 7:30, that has just been tradition.

Comm. Gelinas made a motion that the monthly Full Board meetings begin at 7:00 p.m. Comm. Soucy seconded the motion. The motion passed by unanimous vote. Mayor Guinta said that would begin with the November meeting.

Vice Chair Stewart said that she had asked Comm. Gelinas and Comm. Herbert to get going with their negotiation committees. Traditionally the Mayor has named special committees for negotiations. During the last term those committees chose to have the Administration and Mr. Hodgdon go to the table to do our negotiations and then come back to the Committee. I know Comm. Kelley met at a different time and then she and the Mayor had had discussions if it might be better for us to follow the procedure that the BMA does which is the administrators or whoever goes to the negotiations table and then they bring back the proposals to the Full Board. She said "I was thumbs up on that and the Mayor was too" so we thought we'd bring that to you to see if members are in favor of disbanding those committees and going with the Full Board. I know that the Superintendent spoke to the Mayor about this same thing and this all happened not with anyone knowing anyone else was doing this. The School Board Association strongly recommends the format that we're suggesting.

Mayor Guinta said he knows this is somewhat of a shift of recent policy but in his assessment he thinks it far more appropriate for a professional negotiator to come back and meet with the Board. It doesn't put any one Board member out there unfairly on behalf of this Board which he has seen in the past. He can say that on the BMA side when it first came to light to him when he was an Alderman that this was the practice on this side he and many other Alderman thought it was probably not the most appropriate way to negotiate. He thinks that the Vice Chair is correct that several people have been thinking of this but nobody decided to bring it up until last week. It makes more sense to him to have a professional negotiator meet with the Board as a whole and that can be done in non-public session as they do with the BMA and it wouldn't break any of the rules that we have here.

Comm. Labanaris said that last time we negotiated with teachers they were very upset that we did not sit across the table from them during the negotiation process. She wonders how this will be viewed by the teachers and the people who are negotiating the contract. Is it going to be another situation where they are offended and upset by our lack of participation in the process?

Mayor Guinta said "I certainly hope not. When I spoke with members of this Board earlier in the year it was rather difficult trying to find people who had the time to serve on these different negotiating teams. That is a factor that we have to consider. It is within our right and privilege to determine who is negotiating. I would hope that the teachers wouldn't take offense to this. It certainly is not intended to have that outcome. What I'm looking to do is to support a far more professional approach. It doesn't put any member of this Board at a disadvantage. That's quite unfair if you see one member's name in the paper because of negotiating decisions. I don't think that is fair to any member of this Board. That far outweighs maybe the concerns that the teachers may have. Quite frankly it shouldn't matter. I think this Board is going to set policy as it moves forward in working with the negotiating team."

Comm. Beaudry said "I would echo what Comm. Labanaris stated. I know that was the biggest criticism that this Board had during negotiations. We had the president of the organization, Ms. Healy, and also Mr. Sapienza come before

us saying that basically we didn't respect them because we didn't sit at the table. I don't know if these ground rules are going to have to be established early on but my question is who is going to be the professional negotiator." Comm. Kelley said "David Hodgdon is our negotiator." Comm. Beaudry said "he works for the City, he does not work for the School District." Comm. Kruse said "he was with us last time." Mayor Guinta said "he was on the negotiating team." Comm. Beaudry said he has mixed emotions. Maybe one member can sit at the table. Some of the comments that were made were there were issues that were in negotiations that weren't being brought to the Board. That was their concern that if they had a Board member there at least the Board would be apprised of what is going on in negotiations. If we get proper updates and legitimate updates on what's going on. He said "if the union or we are looking for impasse or looking for a mediator that should be brought to the Board's attention and we should make a decision of whether we want to go that route or not."

Mayor Guinta said this would be the 1st time he would be participating in negotiations on the School District's behalf. He believes first and foremost that there has to be a level of productivity and professionalism demanded and required from both sides. In his view that would mean that anything that is agreed to or reviewed or discussed at the negotiation table has to come back to this Board. They have very rigid standards at the BMA level and he doesn't see why those same standards could not be applied here. It appears to be satisfactory when they deal with all of the other unions on the City side.

Comm. Beaudry said that he agrees that Mr. Hodgdon is a very good negotiator and he is a very respected individual. He said "if he was negotiating for us I don't think he ever came and made a presentation before this Board." Mayor Guinta said "that policy will change."

Comm. Ouellette said "I was going to ask if you remember the time some committee from the School District negotiated a contract without David Hodgdon and it went to the BMA for approval they were asked to leave the room until Mr. Hodgdon was actually negotiating on their behalf."

Comm. Kruse said "having served on the teacher negotiating team last time around I do agree with this notion that we ought to have professionals at the table. Board members are novices. The folks who are negotiating on behalf of the teachers' union and the principals' union have been doing this for years and they're expert at it and they know exactly what they're doing. There is no point in putting our "b" or "c" team against the "a" team so to speak. So just from a tactical standpoint it doesn't make a whole lot of sense. I do understand and respect the views the teachers had then and have now because believe me I got tons of phone calls about this from teachers. I took them and I welcomed them and I had very nice conversations with them and I reminded them of 2 things. First, we the School Board get to decide who will be representing us at the table. The teachers union does not get to make that decision. Just as we don't get to pick whom they send to the table. That is a firm principle that we have to stand on. Second, the contract does indicate that we have the right to make the decision as to how we will proceed on our portion of negotiations. So we're well within the confines of the contract that the teachers have actually agreed to. That is another important principle that we need to stand on. He does understand why teachers might feel like it is a slap in the face but keep in mind that is a negotiating technique to put us on the defensive. He thinks it would be wise if the Mayor or the Superintendent would sit down with representatives from the teachers union such as Ms. Healy or others to talk about this approach so that folks know ahead of time where we're headed so we can have good dialogue from the start so that it doesn't become a point of contention. Last year the negotiation team had regular meetings with our professional negotiating team throughout the process and we did have Mr. Hodgdon come to the Full Board on a couple of occasions when we were reporting back. Clearly there is a feeling among Board members that maybe we need to do more of that which I think would be proper but let nobody be under the mis-impression that the negotiating team acted without the input and direction of the School Board members who were on the negotiating committee. We were directing that every step of the way and they did not do anything without coming to us first."

Mayor Guinta said that on the City side he has already met with the union

heads which in some cases was the first opportunity they ever had to meet with the Mayor. Number one, they are our employees. These scenarios don't have to be adversarial but they can be very cordial. We all have goals in mind and to the extent that we can put those goals on the table and try to work in a more collaborative approach to get things accomplished is going to hopefully be a welcome change on all sides. He has agreed to meet with the union heads on the City side multiple times through this process not as a negotiator but to set the parameters and guidelines. He would be more than happy to do that on this side as well to really try to start off on the right foot rather than the mis-impression that may exist.

Comm. Gelinis said that having served as the chair of the principal negotiations last time he can see the importance of the change. They met on a regular basis, as Comm. Kruse indicated. With this change that is being suggested the entire Board is going to get the information first-hand rather than filtered through the chair or the committee members that are working on negotiations. Going to the comments made that the teachers felt we were not treating them fairly by not negotiating with them directly, I think that was more a problem that they had with Mr. Sanders at the time. For some reason they had problems with him and I don't think they felt he was negotiating fairly and I think they saw that as a problem that the School Board had created. I don't see that happening this time. With the suggestion that is being made this evening, I don't think the concern of the teachers with that will be raised again.

Comm. Beaudry asked "Mayor, seeing we'll be hiring Mr. Hodgdon as a full-time negotiator for us this is not going to be a chargeback to the School District is it?" Mayor Guinta replied "no." Comm. Kelley said that Comm. Beaudry had asked who was on the negotiating committee and who was negotiating on behalf of the School District and last time around it was Mr. Sanders our business administrator and Mary Donovan our Human Resources Director and Mr. Hodgdon. We did meet regularly and we gave them direction. She was the chair of the teachers' negotiation committee this past time and prior to that she was on the principals' negotiation committee. She welcomes this change. She brought this up to the Mayor a while ago. It makes sense. It's more professional and it takes the politics out of it because it shouldn't be about politics but it should be about the contract and fair negotiations. This will give the opportunity for all Board members to be involved and informed.

Vice Chair Stewart said "I guess I'm taking it that there is a consensus on the part of the Board that we move in this direction. We really almost don't need to take a vote and the reason for that is the Mayor will just disband the 2 negotiating committees that were formally set up and then we'll move ahead in this fashion. That would also hold true for the 3rd union that was formed this past spring."

Comm. Herbert said "personally I'd like to thank you for disbanding my committee." He said earlier in the meeting during the public forum Kathy Staub brought up the diversity issue with regards to hiring. She said there were 84 names given to the Administration that she claims were qualified but they got no response at all. He said that he doesn't want this brushed aside if at all possible and he would like to see the issue that Ms. Staub brought up addressed formally by one of our committees although he doesn't know which committee it would be.

Vice Chair Stewart said that there was a very good presentation at the Coordination Committee a couple of months ago about this very issue. Her recollection is that what came out of that meeting was a number of initiatives that would come out of the Administration and the Human Resources Department including working with some of the local organizations that were mentioned this evening to put on some kind of employment-kind of evenings or workshops. We can follow up with that but there was a significant presentation made. It did indicate that about 20% of our students are from minority backgrounds yet only about 1.2 or 1.3% of our staff was. The Supt. indicated at that time that certainly it was one of the Administration's goals to take that inequity away with some initiatives moving ahead.

Comm. Herbert said "I think the comments we heard from Ms. Staub this evening indicates to me that although there was that meeting and that

presentation not much has been publicized to this point of what may or may not have been done. I would like to see it ratcheted up a bit or at least put it on the agenda of a committee so that it stays current." Vice Chair Stewart said she would be happy to do that with the Coordination Committee. Comm. Kruse said "we have to be careful because what I heard from Ms. Staub was that a number of individuals either applied for jobs or were recommended for jobs but didn't get interviewed or didn't get jobs. That is not evidence of anything other than the normal job-hiring process. I want us to be very careful about not painting a picture here that the Administration is somehow or another not hiring people because of the color of their skin. That is not happening. I don't think a single member of our Administration would ever dream of going down a road such as that. The other thing that I would remind folks of is our student population may well be 20% minority but remember that we're not drawing our teaching and our employee pool from our student population pool. We're drawing our teacher population pool from certainly Manchester and towns such as Londonderry and Bedford and Goffstown and Candia and Auburn and Hooksett and northern MA. So this idea that one way or another we need to have the same or even a similar percentage of teachers as we do of students to me is fuzzy math. It just doesn't work that way. We're drawing from 2 totally different pools and we need to confront that. If we want true diversity in this District among our teaching professionals, we've got to move beyond the question of what color their skin is because that shouldn't matter one bit. We've got to look at what their background and experiences are. We have ideological diversity to be considering. Are students hearing the same perspective from every single teacher in every single one of their classes? I'd submit to you that has a more compelling impact on the quality of education than what the color of the skin of the person standing in front of them is."

ACTION SESSION

High School Field Trip

Supt. Ludwell said there is a request for a high school field trip to New York. Although the date of the trip is for April the initial deposit was due October 1 hence the immediacy of this request. The background information does include the price and they will be undertaking fundraising activities and they will have chaperones.

Comm. Ouellette made a motion to approve the West high school field trip to Carnegie Hall in NY City from April 28-May 2, 2007 . Comm. Domaingue seconded the motion. The motion passed by unanimous vote.

Career and Technical Education 10-Year Regional Agreement

Supt. Ludwell said that this item asks approval of the 10-year regional agreement for career and technical education. This is MST's document with the other districts that feed into it; Goffstown and Londonderry and the sending towns. There is almost no change in this and it has to be renewed. It is important to get it renewed because of the pending building grant for MST at the State level.

Comm. Soucy made a motion to approve the Career and Technical Education 10-Year Regional Agreement. Comm. Scott seconded the motion. The motion passed by unanimous vote.

Personnel Report

Supt. Ludwell said that the Administration recommends approving the personnel report as submitted.

Comm. Kruse made a motion to approve the Personnel Report. Comm. Gelinis seconded the motion.

Comm. Beaudry referred to #26. He said that the position currently held is at \$71,529 and they want the position to go to \$70,000. The individual taking the position's current salary is \$65,800. The District keeps saying we need to save money but when individuals leave a position that doesn't mean that that position should pay the new person the same rate as the individual leaving. The person that was in the position earlier had 9 years with the District but this individual has

5 years with the District and we're only going to deduct \$1,500 off the salary. We give 15-20% for raises like they're out of style. He would not support that position at that pay.

Comm. Beaudry made a motion to make the pay \$67,000 for the position regarding #26 on the personnel report. Comm. Labanaris seconded the motion.

Comm. Kruse said that he strongly disagrees with that motion. He said the gap is 15% rather than 18%. He said that the member from ward 9 often talks about how on the City side in the Fire Service and other areas when folks move from one position to another they typically get about a 10% raise and he has often raised the concern that people here move into positions and get higher raises. In the School District we do operate differently. For example, when a teacher moves up to become the second in command of a school, ie an assistant principal which is a closer parallel to what we're doing here with the person working in the business office who is now moving up to be the 2nd in command of running a \$170million operation, the gap from a teacher who moves up to an assistant principal assuming that teacher is at step 14 with a Masters degree we're talking somewhere in the neighborhood of \$57,000 or so. Mind you, most of our assistant principals don't come from those ranks but they come from an even lower salary. An assistant principal in Manchester earns somewhere around \$70,000 and it might even be slightly north of that. That jump is about 23% and he is being very conservative with that. There is certainly precedent for people moving into new positions that are different and that have added responsibilities.

Comm. Beaudry said "we just hired the HR Director who was actually in charge of a unit but this individual would actually be the 2nd in command but would be making more money than the HR Director in the District." Comm. Kruse said "this position is in many ways parallel to several positions. This is one of the positions that will report to the Business Administrator. All of those positions are being paid around this \$70,000 amount. This person has been with the District longer than the HR Director and has more direct experience in the field than the HR Director so clearly we couldn't hire somebody who has been with the District and who has been in this profession for many years more at a lower salary than a colleague who will be reporting to the same person."

A roll call vote was called on the amendment regarding #26 of the personnel report. Voting in favor of the amendment were Comm. Beaudry, Langton, Labanaris, and Mayor Guinta. Voting in opposition to the amendment were Comm. Ouellette, Domaingue, Kelley, Scott, Herbert, Soucy, Gelinas, Kruse, Vice Chair Stewart. The amendment failed by a 10-3 vote.

No vote was taken on the original motion that had been made. Comm. Gelinas made a motion to approve the personnel report excluding positions #13 and #27. Comm. Domaingue seconded the motion. The motion passed by unanimous vote. Comm. Beaudry wished to be recorded as opposed to #26.

Comm. Labanaris referred to item #13 on the personnel report. She asked "do we generally as a matter of rule and policy allow a leave of absence to take another job to try it out and if we don't like it to go back to the other job?" Asst. Supt. Burkush said "we have in the Office of Student Services. I know that it's been on 3 different people." Comm. Labanaris asked "for this particular individual if the new position doesn't work out that person will be able to return to the original position they came from?" Asst. Supt. Burkush said "to a teaching position, I'm not sure if it would be to that teaching position. I believe according to the collective bargaining agreement it would be to a position in special education." Comm. Labanaris asked "and this is something that the Administration allows?" Asst. Supt. Burkush said "the Board has allowed, it has always been brought to the Board."

Vice Chair Stewart made a motion to approve #13 of the personnel report. Comm. Scott seconded the motion. The motion passed by unanimous vote.

Comm. Langton referred to item #27 on the personnel report. She said that

she spoke with the Superintendent back at budget time and he said that this position was not going to be filled. She said "we've lost teachers, BLICs, SROs, although briefly, but we've never cut one position at the Administration level. That's my first question. My 2nd concern is that this particular position, there were 18 people that applied and only one person was from this District. That's a big red flag. I don't know if anyone else sees it that way. This one person that applied only has 2 ½ years of teaching experience. To me to be in this position you need a lot more than 2 ½ years of teaching. I'm a little confused as to why people who were special ed directors in other districts weren't even interviewed."

Supt. Ludwell said that he would speak to Comm. Langton's first question and he would let Asst. Supt. Burkush speak to the 2nd question. He said "if you recall when we went through the budget process we said these positions would not be filled and they would be filled only at my discretion. Every position that has come to me I have asked for full justification." Comm. Langton asked "the SROs?" Supt. Ludwell said "it was at my discretion after I asked for rationale on each position. I came to the determination that it was indeed a needed position and put it in the process and that's why it is in the packet tonight." Asst. Supt. Burkush said "with regard to who was interviewed, the committee sat down and they did a paper review of all of the applicants. Individuals in most cases did not submit a complete packet, they were lacking in their certification in the packet or with letters of recommendation. These were the unanimous 3 to be interviewed by the 4 people who did the paper review." Comm. Langton asked "and they think someone with only 2 ½ years of experience should be in a position like that?" She said "in our District we have 1,200 teachers so I would think there would have been more teachers applying. I guess I'm amazed that this is the turn-out." Asst. Supt. Burkush said "the reason there aren't more teachers that apply is that the per diem rate is extremely low because you work 230 days a year and you get paid a lot less. Most of the positions in the Office of Student Services if you work 230 days you work for much less than a teacher does." Comm. Langton said "but this is going to go from \$39,500 to \$47,300." Asst. Supt. Burkush said "for \$39,500 she works 183 days...." Comm. Langton said "not necessarily." Asst. Supt. Burkush said "well that's what the teachers' contract says. For this she has to come in 230 days so the per diem rate is much less." Comm. Langton said "I'm surprised we only had one in-house candidate and people that seem to have a lot more experience aren't interviewed."

Comm. Beaudry referred to page 65. He asked Asst. Supt. Burkush "on page 65 again we have 15 positions for special ed para-professionals. I'm trying to correlate from the resignations to the new hires and I only notice 3 names on the non-certified staff resignations that are on the non-certified nominations. Are these other positions new positions or were they resigned some time ago and we're just hiring now?" Asst. Supt. Burkush said "correct. The principals do all of the hiring of all of the para-professionals. If you see in the column that says replacement it tells you who the person is replacing. If there was a blank then that would be indicated in that column. Some of these may have resigned over the summer and as principals got back this was the first that they could replace them. We do have quite a bit of turn-over with para-professionals. HR and the principals and Dr. Bass and Dr. Aliberti and I and Ms. DeFrancis checks that every single one of these has to have a position and it doesn't get past Karen who is the last person to see it. She makes sure there absolutely is a position."

Comm. Kruse said "with regard to #27 I wonder if Mrs. Burkush without talking about names could in a nutshell talk about what it is with this candidate, given the somewhat lesser experience, that the person brought to the table that perhaps the other seemingly more experienced candidates didn't." Asst. Supt. Burkush said "one was her familiarity with the District. She is very comfortable with all of the processes and procedures that we have and she had started to look at the training for our IEP system. She also had a wonderful experience this past summer when she was the head teacher in our summer school program and really organized and supervised all of the students with disabilities and the teachers and the para-professionals. She just had much more knowledge. We know her to be very organized and sometimes the devil you know versus the devil you don't know is good. She is extremely efficient and seems very

committed to the Manchester School District."

Comm. Domaingue made a motion to approve #27 on the personnel report. Comm. Scott seconded the motion. The motion passed by majority vote; Comm. Langton voted in opposition to the motion.

Personnel Report

Retirements: Certified Staff

David Cherwin	Teacher, Social Studies	Parkside	\$60,332
Nancy-Ann Feren	Teacher, Gr. 5	McDonough	\$60,332
Richard Ouellet	Teacher, Math	Central	\$60,332
Kathleen Fortin	Teacher, Science	Parkside	\$57,898
Ellen Healy	Teacher, English	Central	\$57,898
Kathleen Archer	Teacher, Gr. 5	H. Goffes Falls	\$54,251
Gayle Beland	Tchr, Computer Literacy	Parkside	\$54,251
Karen McGonagle	Teacher, Science	Parkside	\$54,251
Jocelyn Messier	Teacher, English	Parkside	\$54,251
Brian Moul	Teacher, Soc. Studies	Parkside	\$54,251

Resignations: Certified Staff

Daniel Tanguay	Teacher, Math	Central	\$48,655
Brent Bradley	Media Generalist	Central	\$35,179

Leaves of Absence: Certified Staff

Devin Bandurski	Teacher, Special Needs	Smyth Rd.	\$39,533
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Nominations: Certified Staff

Lori Coyle	School Psychologist	Webster/Highland	\$43,790
Shauna Gagnon	Teacher, Soc. Studies		
Linda Bourque	Teacher (Temp)	Parker/Varney	\$39,533
	Literacy Math Intervention		
Pamela Agate	Teaching Asst. Princ. (Interim)	SDELP	\$38,316
Delia St. Pierre	Teacher, VocEd Carpentry	MST	\$37,710
Stephanie Wheeler	Title I Math Supervisor	Wilson	\$34,303
	(Temporary) (PT)		
Edward McCormick	Social Studies	Central	\$32,842
Lee Rivard	Teacher (Temp), SpNeeds	Green Acres	\$32,842
Abby Brisson	Teacher (Temp) Grade 1	Beech	\$32,234
Jennifer Courtney	Media Generalist	Central	\$30,410
Celeste Grenon	Teacher (Temp) SpNeeds	Beech	\$30,410

Resignations: Administration

Neil Rosenberg	Facilitator, Project Lead the Way	MST	\$55,350
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Nominations: Administration

Lisa Paris	Asst. Business Administrator	Admin.	\$70,000
Devin Bandurski	Coord. Special Education	Admin.	\$47,278
Christine Marie	Coord. Human Resources	Admin.	\$38,000

Resignations: Non-Certified Staff

Laura Lord	Paraprof. Sp. Needs	Hillside	\$13.55
Kenneth Cooper, Jr.	Paraprof. Sp. Needs	MST	\$12.03
Jennifer Brown	Paraprof. ELL	Beech	\$11.79
Angela Feirick	Paraprof. Sp. Needs	Hillside	\$11.79
Brian Gillis	Paraprof. Monitored Support	Southside	\$11.67
Chad Alden	Paraprof. Sp. Needs	Southside	\$11.67
Audra Jennings	Paraprof. ELL	Beech	\$10.78
Patrick McGonagle	Paraprof. Monitored Support	Parkside	\$10.78
Linda Biron	Paraprof. Sp. Needs	West	\$10.15
Amanda Dussault	Paraprof. Sp. Needs	West	\$10.15
Eric Proulx	Paraprof. Sp. Needs	Central	\$10.15

Leaves of Absence: Non-Certified Staff

Lee Rivard	Paraprof. Sp. Needs	Green Acres	\$13.15
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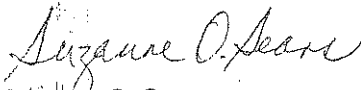
Nominations: Non-Certified Staff

Kimberlee Pelkey	Interpreter/Tutor	Districtwide	\$16.63
Aletta Anderson	Paraprof. Sp. Needs	Jewett	\$10.35
Megan Bilodeau	Paraprof. Sp. Needs (Temp)	Green Acres	\$10.35
Rebecca Carr	Paraprof. Sp. Needs	West	\$10.35
Anne Farley	Paraprof. Sp. Needs	SDELP	\$10.35
Gary Gagne	Paraprof. Sp. Needs	West	\$10.35
Kristy Komisarek	Paraprof. Sp. Needs	West	\$10.35
Susan Leiter	Paraprof. Sp. Needs	SDELP	\$10.35
Elizabeth McAloon	Paraprof. Sp. Needs	Wilson	\$10.35
Alison McGuinness	Paraprof. Sp. Needs	McDonough	\$10.35
Erin Moul	Paraprof. Monitored Support	Parkside	\$10.35
Tracy Orleans-Aikins	Paraprof. Sp. Needs	McLaughlin	\$10.35
Martha Pepek	Paraprof. Sp. Needs	Jewett	\$10.35
Edda Sicoli	Paraprof. Sp. Needs	McDonough	\$10.35
Kelly Testa	Paraprof. Sp. Needs	Smyth	\$10.35
Linda Zapor	Paraprof. Sp. Needs	Hillside	\$10.35

ADJOURNMENT

Comm. Domaingue made a motion to adjourn the meeting. Comm. Kruse seconded the motion. The motion passed by unanimous vote. The meeting was adjourned at 12:00 midnight.

A TRUE RECORD ATTEST:



Suzanne O. Sears
Clerk of the Board



**City of Manchester
Office of the City Solicitor**

One City Hall Plaza
Manchester, New Hampshire 03101
(603) 624-6523 Fax (603) 624-6528
TTY: 1-800-735-2964
Email: solicitor@ManchesterNH.gov

Thomas R. Clark
City Solicitor

Thomas I. Arnold, III
Deputy City Solicitor

Daniel D. Muller, Jr.
Michele A. Battaglia
Gregory T. Muller
Michael A. Beausoleil

November 22, 2006

Board of Mayor and Aldermen
c/o City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Contributory Retirement System

Ladies and Gentlemen:

Enclosed for your information, please find a copy of a letter received from John Rich, Esq. on behalf of the Manchester Employees Contributory Retirement System. The letter relates to the ongoing dispute over City contribution to the system for the first half of 2004.

I have forwarded copies of the materials to the Finance Department and the Internal Auditor for their review and comment. We have had a preliminary meeting to discuss the situation and will be requesting a meeting with the System's Actuary in order to completely understand the issue.

It is expected that a report and recommendation will be presented to the Board of Mayor and Aldermen during the month of December 2006.

Very truly yours,

Thomas R. Clark
City Solicitor

TRC/hr
Enclosure

cc: John E. Rich, Jr., Esq.
Randy Sherman
Kevin Buckley



McLane, Graf,
Raulerson &
Middleton

Professional Association

JOHN E. RICH, JR.
Direct Dial: (603) 628-1438
Internet: john.rich@mclane.com

NINE HUNDRED ELM STREET • P.O. BOX 326 • MANCHESTER, NH 03105-0326
TELEPHONE (603) 625-6464 • FACSIMILE (603) 625-5650

October 31, 2006

OFFICES IN:
MANCHESTER
CONCORD
PORTSMOUTH

Thomas R. Clark, Esq.
City of Manchester
Office of the Solicitor
One City Hall Plaza
Manchester, NH 03101

RECEIVED

NOV 01 2006

CITY SOLICITOR'S OFFICE

Re: Manchester Employees Contributory Retirement System

Dear Tom:

As you are aware, there has been a series of correspondence between the Retirement System and the City as to whether it was appropriate for the Retirement System to bill the City for contributions owed for the period January 1, 2004 through June 30, 2004. Prior to 2004, in the spring of each year, the Retirement System's actuary calculated the contribution necessary to fund the Retirement System for the current calendar year based on Retirement System's assets as of the preceding December 31st. Prior to 2004, the City paid its annual contribution in a lump sum after the start of the City's fiscal year. Whether or not the City was paying for the calendar year or the City's fiscal year is at the center of the current disagreement between the City and the Retirement System. Beginning July 1, 2004, the City began contributing to the Retirement System each week on a payroll period basis. Because the City had not made any contributions for the period January 1, 2004 through June 30th 2004 the Retirement System billed the City and all contributing units for this period.

The City's position as stated in a letter of Mr. Randy Sherman dated July 11, 2006 is that City does not owe the Retirement System contributions for this period because the City was contributing on a fiscal year basis and thus had already contributed for the period January 1, 2004 through June 30, 2004. Following receipt of Mr. Sherman's letters of July 11, 2006 and August 10, 2006 we have had the opportunity to review this matter thoroughly. Although Mr. Sherman makes several excellent points in his letter, his analysis does not account for all of the history of the City's method of making contributions. We have located new information that shows that since 1999 the City has been contributing to the Retirement System on a calendar year basis rather than a fiscal year basis. Since the City was contributing on a calendar year basis and made 2004 contributions only from July 1st onward, the City does owe contributions for the first six months of 2004.

The purpose of this letter is to provide you with a detailed description of how we arrived at this conclusion along with all the relevant documentation. We hope that by doing so, this matter can be resolved and the City will agree to pay the full amount owed in the near future.

City Makes 18 Month Contribution

As described in Mr. Sherman's letter of July 11, 2006, in 1993-4, the City changed from a calendar year to a June 30th fiscal year. As a result of the City's change to a June 30 year-end, the City requested the ability to make an 18 month contribution for the period January 1, 1993 through June 30, 1994. This was documented in the letter of June 21, 1993 from the Retirement System to City Finance Director Kevin Clougherty. See Exhibit 1. The Retirement System's actuarial reports and financial statements verify that the City made an 18 month payment in connection with the change to a fiscal year. We located various references to the City's original 18 month contribution starting with the 1994 reports and statements. For example, on the financial statement dated June 26, 1995 Footnote 6 states, "in connection with the City's change in fiscal year from a December 31 fiscal year-end to a June 30 fiscal year end, the City has prepaid its required contribution for the period January 1, 1995 to June 30, 1995. This amount, \$489,651, has been recorded as a deferred contribution at December 31, 1994." See Exhibit 2. There are similar references in the 1995 through 1999 financial statements and actuarial reports to the City's prepayments.

It is important to keep in mind that even after the City switched to a fiscal year, the Retirement System continued to operate on a calendar year. Because the Retirement System remained on a calendar year, the Retirement System actuarial reports and financial statements reported on a calendar year basis. As a result, its actuarial reports provided for the City to make a contribution for the current calendar year. For example, the actuarial report dated June, 1995 provides for the City contribution for the period January 1, 1995 through December 31, 1995. See Exhibit 3. Following the initial 18 month contribution, the actuarial reports recognized that the City had prepaid for a 6 month period and the City was given credit for the contributions on the actuarial reports so that the impact was in effect to reduce the City's contribution for each succeeding year. Had there been no change to the manner in which the City made contributions, we would be in agreement that the City was contributing on a fiscal year basis and should not have been billed for the first six months of 2004. However, as we investigated the history of how the City made contributions, we learned that in 1999 the City's prepayment of contributions was revisited.

1999 Plan Amendments and Prepayment Discussions

In 1999 the New Hampshire Legislature enacted amendments to the Retirement System statute effective January 1, 1999 that had previously been made by City referenda.

The net impact of these changes¹ was to significantly increase Retirement System unfunded liabilities as shown on page 3 of the 1999 Retirement System Actuarial report. See Exhibit 4. As a result of this significant increase in liabilities, the City had no longer contributed an amount sufficient to fund the Plan on an 18 month basis.

There was discussion about the City's prepayment at the April 14, 1999 Board of Trustees meeting between Trustee and City Finance Director Kevin Clougherty and Ms. Stephanie Cowley of William Mercer, the Retirement System's actuarial firm. Mr. Clougherty explained to the Trustees that because the City had made a prepayment and made its payments on a fiscal year basis, it received credit for the prepayment. Ms. Cowley stated that at the present time because of the changes to the Plan in 1999 that increased the cost of benefits, the prepayment toward the first half of 1999 was too small and needed to be increased. She stated that if the City wanted to keep the prepayment for the first half of the following year, an additional payment of \$129,306 was required. As a result of continuing discussions relating to the prepayment, the Trustees deferred approval of the 1999 actuarial report and valuation until the following month's meeting by which time it was anticipated that the prepayment issue could be resolved. See Exhibit 5, Minutes of April 14, 1999 Trustees Meeting.

At the following month's Board of Trustees meeting on May 19, 1999, the Trustees continued their discussions regarding the 1999 actuarial report and City contributions. The Trustees voted to accept the January 1999 actuarial valuation so that the Retirement System could provide the City with information on the City contributions for the 1999 Plan Year. At that time, the City had not determined whether or not it would be paying the additional money due to continue the prepayment. Even though it was unclear whether the City would continue with the prepayments, the Trustees voted to invoice the City for 1999 contributions in the amount of \$842,186. This figure was the sum of the \$712,880 regular contribution and the \$129,000 necessary to complete the continued prepayment. Both votes were recorded in the minutes of the meeting. See Exhibit 6.

In a letter dated June 4, 1999 to City Finance Director Clougherty, Retirement System Executive Director Robert Stanton provided the City with information relating to the City's 1999 contribution. See Exhibit 7. The letter indicated that the \$842,186 contribution figure included the \$129,306 necessary to continue the prepayment. The letter also stated that the contribution information set forth in the letter would be subject to adjustment based on how the City addressed the need to make an additional prepayment.

¹ Specifically, employees who worked for the City before 1974 and completed 20 years of service were allowed to retire at any age with no reduction in accrued benefit. Credit was increased for future service after January 1, 1999 from 1.5% to 2%. In addition, the employee contribution rate was increased from 2.50% to 3.75% of compensation.

We note that the regular City contribution amount, \$712,880, stated in the June 3, 1999 letter was slightly different than the reported required contribution amount on the 1999 Actuarial Report. Page 14 of the 1999 Actuarial Report stated that the required City contribution for the 1999 Plan Year was \$796,552 if paid on January 1, 1999 and \$835,732 (if paid in 4 quarterly installments). See Exhibit 8. Upon our review of this matter we have concluded that the \$712,880 figure set forth in the June 4, 1999 letter does not include the regular contributions attributable to the Water and Probation Departments that were recorded separately by the actuary. This is apparent from page 15 of the 1999 Actuarial Report (Exhibit 9) which shows the \$756,552 required contributions broken down by Department and page 6 of the 2000 Actuarial Report (Exhibit 10) which shows the contributions received from the City (\$712,880), Water (\$81,888) and Probation \$5,623. Page 15 of the 1999 Actuarial Report shows a total 1999 required contribution of \$796,552 including \$5,623 from Probation and \$78,049 from Water. It is clear from these two reports that Mr. Stanton was referring only to the City contribution in the letter and did not include the Water and Probation Departments that must have been paying separately at the time. We wanted to make you aware of the inconsistency between the June 4th letter and the financial and actuarial reports because the amount contributed by the City in 1999 is critical to the analysis.

Mr. Stanton's letter of June 4, 1999 enclosed a letter from Ms. Cowley dated June 3, 1999 which described the City's current approach to making contributions based on its fiscal year with the resulting prepayment and describes other alternatives available. See Exhibit 11. Ms. Cowley's letter was provided to Mr. Clougherty to provide a formal explanation of what would happen if the City elected to change from the fiscal year payment approach with a prepayment to reverting back to paying on a calendar year basis. Ms. Cowley's letter indicates that if the City changed from the current approach then the amount that the City has prepaid for the first six months of the Plan Year (January 1st through June 30th), would be recognized as an actuarial gain and used to lower the City's future contributions.

We believe the City did not respond in writing to Mr. Stanton's letter of June 4, 1999. Instead, the City made its 1999 contribution on the basis that it would not contribute the additional \$129,306 necessary to continue the prepayment. The Retirement System also did not immediately take any formal action to address how the City had elected to proceed on this issue. However, from our review of the December 31, 1999 financial statements and the 2000 Actuarial Reports, it is clear that the City did not make the additional \$129,306 contribution necessary to continue the prepayments. Page 4 of the December 31, 1999 Financial Statement states that City contributions of \$800,391 were received. See Exhibit 12. The same \$800,391 total City contribution was reported on page 6 of the 2000 Actuarial Report with the breakdown in contributions between different departments shown. As stated above, Page 6 shows the City contributed that \$712,880, Water \$81,888 and Probation \$5,623 for a total of \$800,391. These amounts are consistent with the regular required contribution set forth in the 1999 Actuarial Report before the addition of the \$129,306 amount necessary to address the continued prepayment. In conclusion, the report of the 1999 contributions received in the 2000 actuarial report verifies that the City did not make the additional \$129,306 contribution necessary to continue the prepayment.

This issue was again addressed by the Retirement System when the January 1, 2000 actuarial report was presented by Ms. Cowley at the April 11, 2000 Board of Trustees Meeting. There would not have been any reason for the Retirement System to address this matter until the time came for the year 2000 contribution to be determined.

April 11, 2000 Board of Trustees Meeting

At the April 11, 2000 Board of Trustees Meeting Ms. Cowley presented the January 1, 2000 actuarial report. As part of that discussion, Ms. Cowley revisited the prepayment of \$227,134 of contributions that had been noted on page 6 of the 2000 actuarial report. See Exhibit 13. Ms. Cowley explained to the Trustees the contribution approach that the City had previously taken when the switch was made to a July 1st fiscal year. She stated that the City was now contributing on a calendar year basis and should not be allowed to think that it had paid for the full fiscal year. City Finance Director and Trustee Clougherty stated that he had discussed the prepayment with Ms. Cowley and determined that it was in the best interests of the City if the prepayment was amortized and removed from the valuation. There was discussion of the small reduction in future City contributions that would occur once this amount was amortized. There was also a discussion of whether Mercer should change the 2000 valuation to address the amortization or accept the valuation with the footnote referenced above. Given that this was viewed as a minor matter, the Trustees determined that they would accept the valuation as presented and the prepayment could be addressed in the 2001 valuation.

After the discussion, the Trustees voted to formally recognize the City's change in contribution strategy that had the effect of amortizing the \$227,134 and to accept the valuation. See Exhibit 14, Minutes of April 11, 2000 Meeting. In order to facilitate your review of this important discussion, we enclose a transcript of the relevant portion of the meeting. See Exhibit 15.

Had the City made the additional contribution in 1999 to make full payment of the additional amount and continued payment on a fiscal year basis, there would not have been the need to address what to do with the \$227,137. The discussion at the meeting between Mr. Clougherty and Ms. Cowley indicates that the City was aware that as a result of its decision to amortize the \$227,134, the City would no longer be contributing on a fiscal year basis. This was not viewed negatively in any way by Mr. Clougherty because the City would still be contributing one year's worth of contributions and would receive the benefit of a contribution reduction as a result of the amortization of the payments.

The decision to amortize the prepayment was later verified in a letter from Executive Director Daneault to Ms. Cowley dated January 16, 2001 letter. See Exhibit 16. As a result, the \$227,134 amount was removed from the Retirement System's financial statements and actuarial reports effective with the 2001 report. Section 1.1 on Page 6 of the January 1, 2001 actuarial report shows that an adjustment to market value was made in recognition of the

Thomas R. Clark, Esq.
October 31, 2006
Page 6

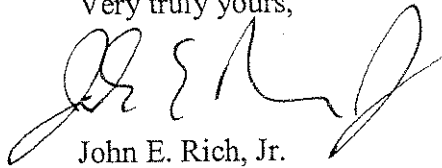
prepayment contribution. See Exhibit 17. There was no subsequent reference to the prepayment in the actuarial reports or financial statements.

In connection with our review of this matter we have discussed this issue with Ms. Cowley who has confirmed that the above account of the treatment of the prepayment is accurate and that the City is contributing on a calendar year basis as a result of the 1999 decision not to make the additional prepayment.

We hope this lengthy explanation brings this matter to a close and that the City will make the contribution owed in its entirety promptly. As discussed in the Retirement System's letter to Mr. Sherman of this date, the current amount owed is \$1,492,347 if paid before the end of November.

Thank you for your assistance in this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read "JER", with a long, sweeping horizontal stroke extending to the right.

John E. Rich, Jr.

JER/mg

cc: Donald Pinard w/o enc.
Gerard Fleury w/enc.



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

December 13, 2006

Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101

RE: Contributory Retirement \$1.4 million receivable


Honorable Board Members:

On November 22, 2006, the City Solicitor informed the Board of the receipt of additional information pertaining to the \$1.4 million dispute. I am certain the Board recalls the July meeting when, after having reviewed the record and discussed the matter with counsel, auditors and city staff, I stated it was my opinion that the City did not owe the Retirement System the \$1.4 million. For over four months the Contributory Retirement System (CRS) reanalyzed the situation and once again requested payment.

Since November 22nd, I have had the opportunity to review, analyze and research the impact of the additional documents and records provided by Gerry Fluery, Executive Director of the Manchester Employees Contributory CRS and the Trustees counsel, John Rich, Jr. I have also discussed the matter with other City staff. Though the CRS now agrees that the City was contributing on a fiscal year basis, they have amended their argument. They now claim that the January to June funding the City provided as a result of the fiscal year change was returned to the City beginning in 2001. As was the case with their initial support detailing the receivable, the subsequent scenario is built on several faulty premises. Therefore, I stand on my original conclusion as stated in July. The City does not owe the CRS \$1.4 million.

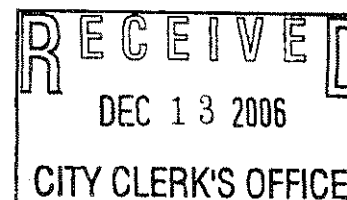
My recommendation to the Board would be to authorize staff to meet with Mr. Fluery, Mr. Rich and Don Pinard, Chairman of the CRS, the hope of reaching a resolution. I believe there are several different appropriate courses of action that could be discussed. The Board should note that due to the failure of the City to pay the CRS what they believe they are owed, I would fully expect the CRS to authorize John Rich, Jr. to file suit against the City by the end of December. Though I don't believe anyone wishes to go this route, the filing would be necessary to preserve their rights. Should legal action ultimately be pursued, I am confident the City would prevail.

Respectfully submitted,


Randy M. Sherman,
Finance Officer

Cc: CRS Board of Trustees
Gerry Fleury
John Rich, Jr
Tom Clark
Kevin Buckley

13



MEMORANDUM

To: Committee on Community Improvement Program

From: Robert S. MacKenzie
Director of Planning

Date: December 12, 2006

Subject: Project Extensions

The following projects are requested to be extended until June 30, 2007:

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name</u>	<u>Balance/Encumbrance</u>
2006	CDBG	310306	MCRC Basement Retrofitting	\$88,825.00
2006	Other	410006	Mobile Data Terminal/AVL's - Fire	\$52,052.51
2006	State	411606	Homeland Security Grant - Police	\$6,153.84
2006	State	411706	2006 Homeland Security & Hazardous - Fire	\$105,235.88
2006	CBDRF	510206	Millyard Improvements - Parks	\$998.50
2006	Cash	510506	Fun In The Sun - Parks	\$3,448.68 Cash
2006	Cash	511106	Annual Parks Maintenance Program	\$11,343.40
2006	Cash	511306	Crystal Lake Master Plan	\$32,893.29
2006	AHTF	610106	Permanent Supportive Housing Helping Hands	\$299,693.52
2006	Home	610206	Brown School Renovations - MHRA	\$180,000.00
2006	Cash/Other	610406	Project Greenstreets - Parks	\$2,576.22 Cash \$10,038.96 Other
2006	Other	610706	Planning Studies Implementation - Planning	\$486,769.84
2006	CDBG	610906	Operational - Destination Coordinator	\$88,000.00
2006	Home	611606	Renaissance 8 - MNHS	\$300,000.00
2006	Home	612106	Tenant Assistance/Security Deposits - Way Home	\$24,761.03
2006	CDBG	612406	Neighborhood Revitalization Program - Planning	\$181,799.00
2006	Other	612606	Citywide Marketing Plan Program - MEDO	\$40,000.00
2006	Other	710006	Millyard Rail Crossing Upgrade	\$2,100,000.00
2006	Cash/Other	710106	Residential 50/50 Sidewalk/Curb Program - Highway	\$2,479.17 Cash \$969.28 Other
2006	CDBG	710806	Municipal Infrastructure - Highway	\$5,281.13
2006	CDBG	710906	School Sidewalk Program	\$75,000.00
2006	Cash	711206	Campbell Street Traffic Study	\$5,822.43
2006	CDBG/Cash	711306	Chronic Drain	\$19,681.74 CDBG \$10,812.40 Cash
2006	CBDRF	711406	Downtown Miscellaneous Repairs	\$16,482.91
2006	Cash	711506	Municipal Deferred Maintenance	\$20,712.62
2006	Enterprise	712006	S. Mammoth Sewer - Phase 3	\$46,120.95
2006	Cash	712706	Discretionary Sidewalk/Curb Program	\$17,686.95
2006	FTA	712806	Replacement Transit Buses - Transit	\$893,025.00
2006	Other	712906	Manchester Watershed Conservation/Pres.	\$100,000.00

2006	Other	713006	Crystal Lake Conservation Fund – Planning	\$40,000.00
2006	Cash	713206	Street Reconstruction – Highway	\$80,000.00
2006	Enterprise	713406	Watershed Restoration - EPD	\$60,000.00
2006	Arts	810206	First Public Sculpture – Art Commission	\$40,000.00
2006	CDBG	810506	ADA Compliance – HR	\$3,995.65
2006	CDBG	810606	ADA Compliance – Planning	\$310,000.00
2006	CDBG/Cash	810806	Community Development Initiatives	\$9,010.93 CDBG \$14,500.00 Cash
2006	Cash	811106	Employee Training & Development - HR	\$530.54
2005	Other	214205	Endowment for Health	\$576.59
2005	Cash	410005	Comprehensive Wellness – Fire	\$2,216.72
2005	Other	411705	Homeland Security Competitive Grants	\$153,728.87
2005	CDBG/Other	510005	Park Facilities Improvement	\$9,147.52
2005	CDBG/Cash	610505	Project Greenstreets	\$2,639.25 CDBG \$1,009.82 Cash
2005	CDBG/Cash	612105	Neighborhood Revitalization Program	\$8,187.05 CDBG \$10,000.00 Cash
2005	CDBG	612605	Capital Improvements – YWCA	\$190,243.65
2005	Cash	613105	“Jac Pac” Acquisition Project	\$122,260.88
2005	Cash/Other	710205	Public Works Infrastructure – Highway	\$146,198.52 Cash \$788,000.00 Other
2005	Enterprise	711005	Cohas Brook Interceptor – Phase II – EPD	\$147,708.64
2005	Enterprise	711405	WSPS – Roof/HVAC/Piping – EPD	\$2,820.49
2005	Enterprise	711705	WWTF Facility Plan – EPD	\$41,546.17
2005	CDBG	810505	ADA Compliance – Planning	\$33,663.37
2005	CDBG	810705	Community Master Plan – Planning	\$22,637.70
2005	CDBG/Cash	811005	Special Projects Planner – Planning	\$10,000.00
2005	Cash	811105	Municipal Deferred Maintenance Program	\$58,962.78
2004	Cash	411104	Dilapidated Building Demolition – Building	\$7,838.95
2004	Cash	710904	Annual Bridge Maintenance	\$99,975.00
2003	Other	215803	Air Quality Related Health Services	\$7,235.94
2003	CASH	411103	Hazardous Material – Fire Department	\$9,513.25
2003	CASH	710603	Annual Bridge Maintenance – Highway	\$49,784.21
2003	Enterprise	711603	Candia Road Sewer Project – EPD	\$41,717.42
2003	Enterprise	711703	Cemetery Brook Collector Rehabilitation	\$2,278,514.03
2003	Other	713303	So. Willow Street Area Improvements	\$49,279.25
2003	Other	713603	Northwest Traffic Improvements	\$50,000.00
1994	Other	7.10227	S. Willow Street Improvements	\$147,830.81

The following projects are requested to be extended until September 30, 2007:

2005	Other	214105	Multi-Lingual Asthma	\$16,199.67
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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

Respectfully submitted,

Scott Bernier

Clerk of Committee

[Signature]
CITY CLERK
[Signature]

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

15

DEVINE
MILLIMET

ATTORNEYS AT LAW

By Hand Delivery

SUSAN V. DUPREY
603.695.8505
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk
One City Hall
Manchester, NH 03101-2097

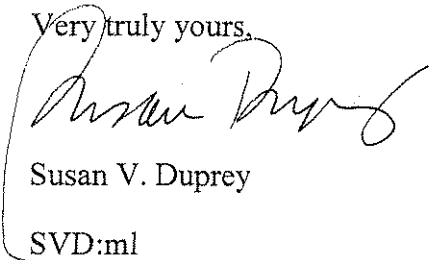
RE: *GFI Gold Street, LLC - Petition for Rezoning*

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount \$300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,


Susan V. Duprey

SVD:ml

Enclosures

J:\WDOX\DOCS\CLIENTS\16717\76570\M0875840.DOC

July 11, 2006.

In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor


City Clerk

STATE OF NEW HAMPSHIRE
CITY OF MANCHESTER

GFI GOLD STREET, LLC

PETITION FOR REZONING

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from

Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone. Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

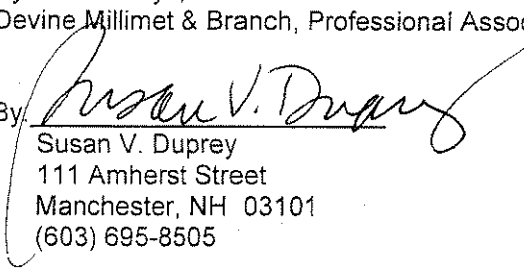
8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

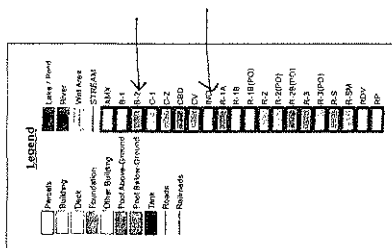
Respectfully submitted,

GFI Gold Street, LLC
By its Attorneys,
Devine Millimet & Branch, Professional Association

By

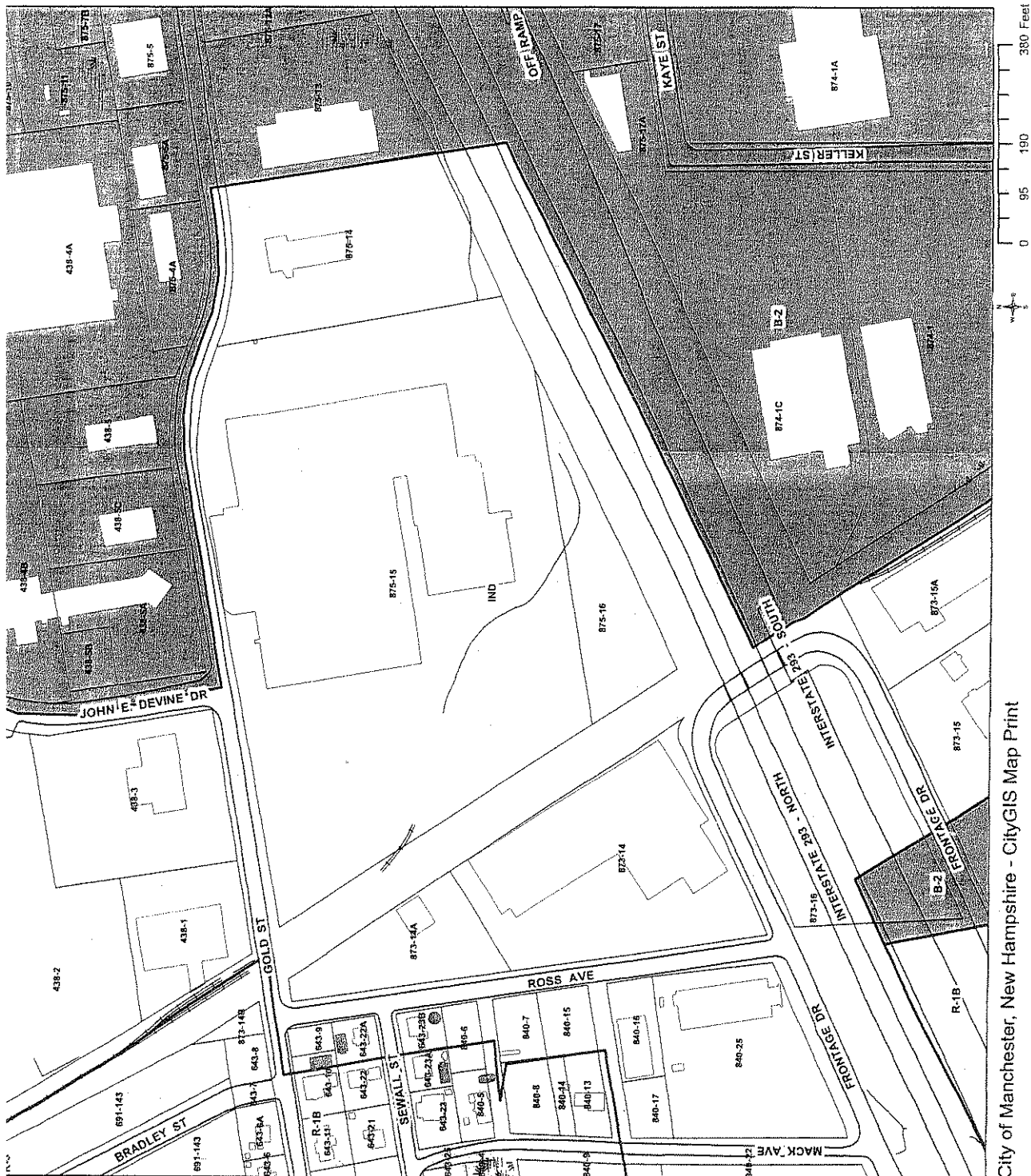

Susan V. Duprey
111 Amherst Street
Manchester, NH 03101
(603) 695-8505

Dated: June 19, 2006



DISCLAIMER

The information appearing on this map is for the convenience of the user. It is not an official product of the City of Madison, Wis. and is not intended to be used as such. The City of Madison does not warrant, represent, or guarantee the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with this use or misuse of this information. The official public records from which this information was derived are the City of Madison, Wis. Department of Planning and Economic Development, and the Wisconsin Department of Transportation, and State government agencies and departments, and are a reliable source of information. The City of Madison does not accept any liability for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



City of Manchester, New Hampshire - CityGIS Map Print

Exhibit C

Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan # _____, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South 9° 17' 43" East, a distance of 80.15 feet to a concrete bound found; thence
2. South 09° 76' 53" East, a distance of 488.15 feet by the westerly side of Lot 875-14; to a an iron pipe at the southeasterly corner of the lot; thence
3. South 64° 53' 52" West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence
4. South 82° 28' 33" West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence
5. North 32° 51' 25" West, a distance of 21.90 feet to an iron pipe; thence
6. North 08° 01' 16" West, a distance of 19.62 feet to an iron pipe; thence
7. North 32° 51' 25" West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence
8. North 80° 33' 28" East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence
9. North 80° 16' 28" East, a distance of 586. 18 feet by the southerly line of Gold Street to an iron pipe; thence
10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

Legal Description for Lot 875-16, located on Gold Street, Manchester:

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North 32° 51' 25" West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence
2. South 82° 28' East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence
3. South 64° 53' 52" West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

J:\wdox\docs\clients\16717\76570\M0869436.DOC

RECEIVED
MANCHESTER CITY CLERK

Ashkar Children's Trust Limited Liability Company
Mrs. Georgette Ashkar, Managing Member
6160 East Quincy Avenue
Cherry Hills Village, CO 80111
(303) 796-8128

Mr. John Ashkar
29 Fairmount Drive
Danbury, CT 06811
(203) 792-4963

JUN 20 P12:21

June 19, 2006

The Board of Mayor and Aldermen
of the City of Manchester
One City Hall
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability
Company


By: Georgette Ashkar, Managing Member


By: John Ashkar



CITY OF MANCHESTER

Planning and Community Development



Robert S. MacKenzie, AICP
Director

Planning
Community Improvement Program
Growth Management

Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: *Technical Review, Rezoning Petition – Gold Street*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "...the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas..." The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

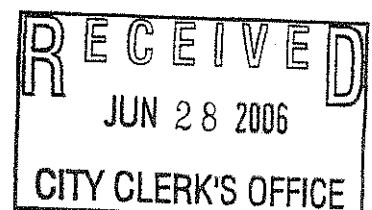
I will be available for any questions that the Board may have.

Sincerely,



Robert S. MacKenzie, AICP
Planning Director

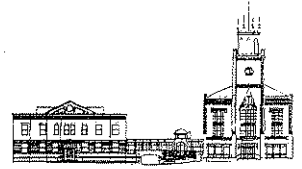
C: Planning Board
Office of the City Solicitor
Building Department
Economic Development Office
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.nh.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

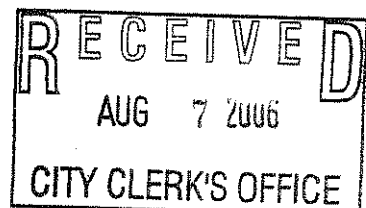
This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over \$21,000,000 and generate \$193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing \$4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as \$184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,

Paul J. Borek
Economic Development Director



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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery

ought to pass.

(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

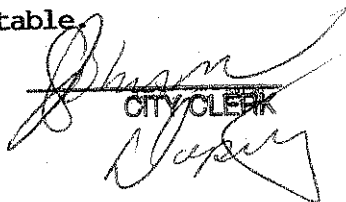
SECONDED BY ALD. Smith

VOTED TO table

Respectfully submitted,



Clerk of Committee



City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

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City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

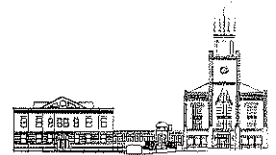


Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen
City Hall
One City Hall Plaza
Manchester, New Hampshire 03101

re: Rezoning of Diocese Property behind Gold Street

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

If you have any questions, I will be available at your next meeting.

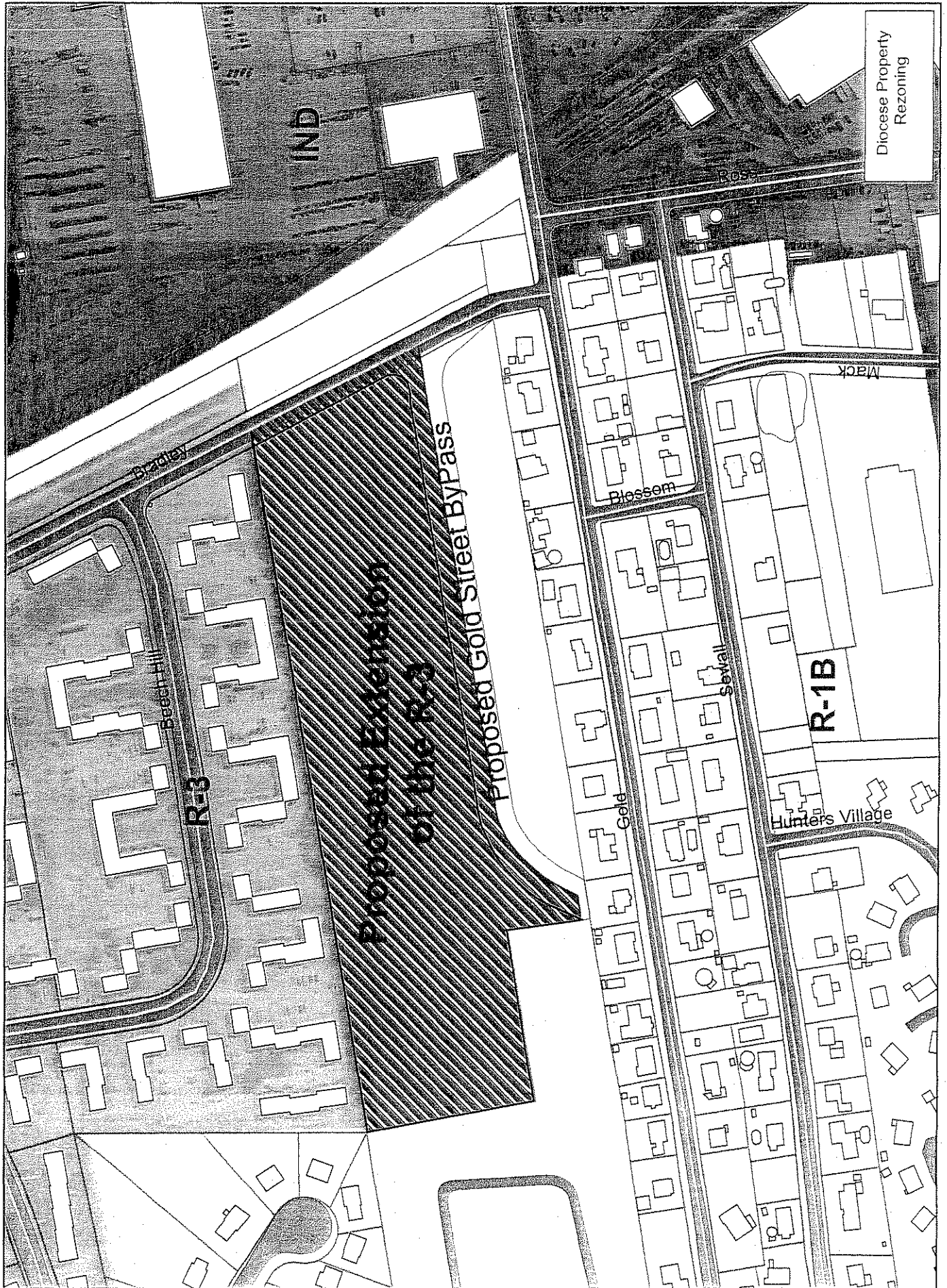
Sincerely,

Robert S. MacKenzie, AICP
Director of Planning & Community Development

C: Planning Board
Building Department
Brad Cook
Tom Arnold
Paul Borek

16

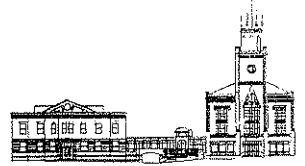
One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-mail: planning@ManchesterNH.gov
www.ManchesterNH.gov





CITY OF MANCHESTER

Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

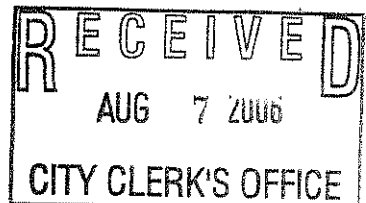
The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester “promote diverse housing that is affordable for local workers”, noting the following excerpt from the National League of Cities (<http://www.nlc.org>):

Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.

While this parcel is being considered for market rate development, Manchester’s growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek
Economic Development Director



One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308
E-mail: econdev@ci.manchester.nh.us www.ci.manchester.nh.us

16



**City of Manchester
Department of Finance**

One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6460
Fax: (603) 624-6549

RECEIVED

NOV 20 2006

MAYOR'S OFFICE

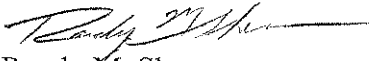
November 20, 2006

Mayor Frank C. Guinta
One City Hall Plaza
Manchester, NH 03101

Dear Mayor Guinta,

Per our conversation, please be advised that Kevin Clougherty's final payout was approximately \$66,000.00. The Finance Department does not have sufficient funds budgeted to fully cover these costs. In order to provide funding for a full complement, I am requesting \$50,000.00 be held in Contingency in the event that we are unable to absorb this amount by year-end.

Sincerely,


Randy M. Sherman
Finance Officer

IN BOARD OF MAYOR & ALDERMEN

DATE: November 28, 2006

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Duval

VOTED TO table.


CITY CLERK

